

# BARRE UNIFIED UNION SCHOOL DISTRICT

Barre City Elementary & Middle School

Barre Town Middle Elementary School

Spaulding High School

Revised April 12th, 2023

## Travel Reimbursement Procedures

The purpose of this procedure is to ensure that the business of Barre Unified Union School District (BUUSD) will be conducted according to the BUUSD Fiscal Management and General Financial Accountability Policy (F20) and Travel Reimbursement Policy (F1).

Reimbursements are subject to restrictions established by the superintendent, business manager, and state and federal uniform guidance.

1. All requests for travel shall be submitted on a BUUSD TRAINING/WORKSHOP/CONFERENCE REQUEST for APPROVAL FORM at least two weeks prior to the intended travel date.
2. Employees may request to have expenses paid in advance such as airfare and/or hotel. Such a request must be noted on the form.
3. All employees must return **itemized** receipts for all district-paid lodging, transportation, meals, and purchase reimbursement within two weeks of their return from travel. Receipts for reimbursement submitted more than two weeks after the date of return may be denied.
4. All requests for reimbursements must be submitted on the BUUSD DISTRICT REIMBURSEMENT REQUEST FORM accompanied by the purchase order. The form must be filled out in its entirety and must be approved by the employee's supervisor/grant manager.
5. The district will advance or reimburse the actual cost of all previously approved airfare incurred during district business. Contact the business manager regarding airline ticket travel insurance options.
6. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate listed on the BUUSD DISTRICT MILEAGE REIMBURSEMENT FORM for all miles traveled outside the district, on district business and approved vicinity travel.
7. Incidental expenses incurred for items such as taxi fare, reasonable parking, tolls, etc. must be accompanied by a receipt.

8. All lodging, hotel or other overnight accommodations, will be reimbursed at the single occupancy rate plus tax, unless prior approval has been granted by the supervisor/grant manager, and business manager.
9. Meals incurred during travel will be reimbursed up to \$40.00 per day when **itemized** receipts are provided.
10. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.
11. At many sponsored functions, meals such as breakfast, lunch and dinner are included in the cost of the paid registration fee. Employees should take advantage of those prepaid services. If prepaid services are available, the meal allowance will not be reimbursed.
12. The district will not reimburse expenses for spouses, guests, or family members. If an employee decides to bring a spouse, guest or family member on a district trip, the employee is responsible for all costs and arrangements attributable to those persons. In the event a spouse, guest(s), or family member(s) accompanies the employee, and travel extends beyond the conference/workshop dates, personal expenses incurred during the extended time will not be reimbursed by the district.
13. On occasion, it may be permissible for employees to purchase food for a meeting or in a social context. As a general rule, the expense should be approved in advance by the supervisor and must be supported with an **itemized** receipt, a written record of the district business that was conducted, and a list of the persons that participated in the event.
14. Fees incurred for registration at conferences/workshops will be reimbursed only if prior approval was received. Employees must complete all required request forms prior to attending the conference/workshop.
15. Telephone, fax, internet, and related fees will be reimbursed to the employee provided they are incurred during the course official school business. Receipts must be submitted in order to receive this reimbursement.
16. When tipping, please keep within a reasonable amount, 18%-20%, but no more.