

REIMBURSEMENT FOR TRAVEL EXPENSES

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent or his/her designee. Out-of-district travel must be approved by the superintendent or his/her designee. Submit request via Skyward or form 6213F to immediate supervisor.

The travel request must show meals, lodging, transportation, and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement of Claims

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination. Reimbursement cannot be made for miles driven from or to home.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses for overnight travel

Airfare*	Coach rate allowed, personally responsible for any desired upgrades.
Hotel*	Must request Government rate (if available). Day before and day after event will be approved as necessary depending on travel and flight schedules. Agenda required for hotel approval.
Parking/Tolls/Ferry	Receipts are required.
Mileage	Reimbursable using current IRS allowable rate.
Taxi, Uber etc.	When necessary, to/from hotel and to/from meals that are not included in conference, personal trips not reimbursable. Tips must be reasonable and customary and no greater than 20% of the fare amount. Receipts are required.

Meals Per Diem is only reimbursable for meals not provided at conference or hotel (breakfast).
First and last day of travel is calculated based on the proration tied to the time of departure. Employee must be in travel status and leave 3 hours before regularly scheduled working hours to qualify for all three meals. If leaving home less than three hours before regular scheduled start time only lunch and dinner Per Diem will apply, if applicable. Agenda is required for meal determination. Receipts are not required.
Incidental expenses (tax, tips) of \$5 will not be reimbursed as these are already included in meal Per Diem rate.

Mileage--personal car: Inside the district: Reimbursement allowed only when approved in advance by staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.
Outside the district: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement will be at the rate paid to state staff

* These expenses OK to charge on P-Card.

GSA Website – for determining Per Diem rates. www.gsa.gov/travel/plan-book/per-diem-rates

Hotel and Motel Expenses: Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room shall be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room. Hotel or motel charges are not to be billed directly to the district.

Airline Tickets: Receipts for airline tickets will be reimbursed by the district.

Travel Advances

Travel advances are not allowed with exception of ASB student trips. The following rules apply to travel advances:

- A. A written request for a travel advance must be submitted to the district fiscal officer 30 days in advance of travel.
- B. Travel advances are paid in the form of direct deposit to the staff member.

- C. A statement of expense must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members shall reimburse the district for the difference.

Non-reimbursable Expenses

The following expenses are not reimbursable as travel expenses:

- A. Alcoholic beverages, meals or snacks other than regular meals;
- B. Personal telephone calls, postage, and memberships;
- C. Mileage to and from home;
- D. Mileage for school levy promotions and other non-official school functions;
- E. Entertainment (such as in room movies)
- F. Expenses for travel extending beyond the time required for the meeting or business, unless in the district's financial interest to extend the travel over a Saturday night or such other rate advantages; and
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges for additional family members and/or pets or damages to the room.

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