Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must be approved by the superintendent.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall be requested. The budget category to which reimbursement is to be charged must be shown on the request for all travel, as well as the purpose of the trip and conference title.

Reimbursement of Claims

A statement of expenses for each trip must be submitted to the district business office by the 10th of each month.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle. The report must show each point of departure, destination, and the purpose of the trip.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Reasonable rates	No receipt required
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt preferred

Mileage — personal car **Inside the district**: Reimbursement allowed only when approved in advance by the 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 with submission for reimbursement by August 31 at 1/3 the current IRS mileage rate.

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 at 1/3 of the IRS mileage rate. Reimbursement shall be at the rate paid to state staff.

A. **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 shall 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 shall 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.

B. **Airline Tickets**: Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel.

Travel Advances

A. A written request for a travel advance must be submitted to the district fiscal officer.
B. Travel advances are paid in the form of a check payable 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.
D. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Nonreimbursable Expenses

The following expenses are not reimbursable:
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 nonofficial school functions.
E. Entertainment.
F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.