

TRAVEL/REIMBURSEMENT**A. Purpose and Scope**

To provide guidance and direction for District Personnel regarding all actual and necessary expenses incurred by any employee of the District in the course of performing authorized services for the District, both within the District and out, including travel.

B. General

1. The Governing Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.
2. The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.
3. Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.
4. The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in their performance of assigned duties.
5. All out-of-state travel must have Superintendent and/or Board approval. Travel expenses not previously budgeted also must be approved on an individual basis by the Board.

C. Forms Used and Additional References

Travel Expense Claim Form

D. Procedure

1. **OVERNIGHT TRAVEL**
 - a. Advance Approval of Conference

Employees requesting to travel to overnight conferences shall submit a request for advance approval on the prescribed District form. Attached to the form will be a copy of the conference announcement, including listing of conference accommodations. The request form shall normally be submitted 30 days in advance through the appropriate administrator or supervisor, who will, in turn,

TRAVEL/REIMBURSEMENT

submit it to the Superintendent or his/her designated representative for approval. All requests must receive advance approval from the Superintendent's Office. Before submitting the request to the Superintendent, the appropriate administrator or supervisor shall determine that the request is in full conformity with this policy.

b. Per Diem Allowances for Meals

Cost of meals for each full day, shall be reimbursed at a per diem allowance of \$69.00

Reimbursement for any fractional part of a day shall be in accordance with the following schedule:

Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

Receipts will be required for per diem allowance for meals.

c. Allowance for Lodging

Lodging expenses for non-conference, district business, shall be reimbursed at a pre-determined rate as approved by the Superintendent or his/her designated representative. A receipt will be required to receive this reimbursement (conference hotel expenses are covered under section f).

d. Use of Private Car

An employee who is required to use a privately-owned vehicle shall be reimbursed at the allowable IRS reimbursement rate for travel within a radius of 200 miles of Tracy. The equivalent cost of travel via round trip air coach will be allowed for travel outside the 200-mile radius of Tracy. Such cost shall include mileage costs to and from airport and any vehicle airport parking costs. Flying vs Driving Analysis Worksheet, to be submitted with conference form for approval.

e. Incidental Expenses

The employee shall be reimbursed for actual necessary incidental expenses that may include but are not limited to the following: conference registration fees, parking, bridge tolls, taxi, shuttles, or ride share (Uber/Lyft) for travel to/from airport and to/from conference location, official telephone charges. Reimbursement of incidental expenses must be accompanied by a receipt (incidental expenses which are non-reimbursable include but

TRAVEL/REIMBURSEMENT

are not limited to: tips in excess of 15%, alcoholic beverage charges, porter fees, personal telephone calls, dry cleaning/laundry charges).

f. Expenses in Excess of Allowances

If an employee attending a conference is required to arrange for lodging at the conference hotel or facility that is an official part of the conference, actual expenses of the lodging may be claimed. A paid receipt is required for reimbursement.

An employee required to attend a conference meal which exceeds the costs shown in Section II may request full reimbursement for such official meal. A receipt or other form of verification will be required to accompany the reimbursement claim.

g. Travel Advances

Travel advances shall not exceed 90 percent of total estimated costs of the conference, including travel. Advances will be made only if the 90 percent of the total estimated costs of the conference, including travel, amount to

\$50 or more. Requests for advances must be submitted to the Business Offices no less than five (5) days prior to departure.

h. Expense Reimbursement Claims for Overnight Conference and Travel

Claims for expenses for approved overnight conference and travel shall be submitted on the official Travel and Expense Claim form (i.e., lower portion of advance approval form) and shall be submitted in accordance with rules and regulations adopted by the Governing Boards of Tracy School District and Tracy Joint Union High School District. The claim must be approved by a principal or supervisor and the Assistant Superintendent of Business prior to processing by the Accounting Office.

2. **TRAVEL OTHER THAN OVERNIGHT**

a. Advance Approval of Travel

Employees requesting to travel on official school business shall secure advance approval for such travel from their immediate administrator or supervisor.

TRAVEL/REIMBURSEMENTb. Allowances for Non-Overnight Travel

Expenses for approval travel, not involving overnight travel, may include but are not limited to the following:

- 1) Meals - necessary meals occurring during the travel period shall be reimbursed in accordance with the following schedule:

Breakfast	\$17.00
Lunch	\$18.00
Dinner	\$34.00

Meal expenses within the county will be allowed if such meals are an integral part of an official function. A receipt will be required for these allowances.

- 2) Incidental Expenses - The employee shall be reimbursed for actual necessary incidental expenses that may include but are not limited to the following: conference or workshop registration fees, parking, bridge tolls, taxi, shuttles, or ride share (Uber/Lyft) for necessary travel and official telephone charges. Reimbursement of incidental expenses must be accompanied by a receipt (incidental expenses which are non-reimbursable include but are not limited to: tips in excess of 15%, alcoholic beverage charges, porter fees, personal telephone calls, dry cleaning/laundry charges).
- 3) Use of Private Car - An employee who is required to use a privately-owned vehicle shall be reimbursed at the allowable IRS reimbursement rate. A detailed accounting including places traveled and purpose shall be required.

c. Expense Reimbursement Claims for Non-Overnight Travel

Claims for expenses for an approved conference and travel shall be submitted on the official Travel and Expense Claim form and shall be submitted in accordance with rules and regulations adopted by the Governing Boards of Tracy School District and Tracy Joint Union High School District. The claim must be approved by a principal or supervisor and the Assistant Superintendent for business.

TRAVEL/REIMBURSEMENT

E. Reports Required

None

F. Record Retention

None

G. Responsible Administrative Unit

Human
Resources
Business
Services

H. Approved By

Associate Superintendent for Human Resources
Assistant Superintendent for Business Services