

Book	Policies & Procedures
Section	2000: Administration
Title	TRAVEL AND REIMBURSEMENT
Code	2120
Status	Active
Adopted	November 14, 1983
Last Revised	September 9, 2019

Board members, employees and other approved individuals who perform services on behalf of the District and who intend to seek reimbursement for registration costs, travel or travel related expenses incurred while traveling on district business or attending professional functions, shall be entitled to reimbursement only in accordance with this policy.

Centralized purchasing in conjunction with the Travel Credit Card Policy has been established through the District Purchasing Department to assist employees and other approved individuals with travel arrangements and to benefit the District in more efficient, cost-effective methods of purchasing.

DEFINITIONS: For the purposes of this policy only, the following definitions shall be applicable:

1. The term "registration costs" shall mean and refer to all fees, costs, and monies paid, or to be paid, as a part of the costs of attending or being entitled to attend and participate in any professional meeting, the charges for program materials, meals included as part of the program, and all other incidental costs related thereto. The term "registration costs" does not include the payment of dues.

2. The term "travel related expenses" shall mean and refer to the costs of transportation by air, bus, or any other mode of travel, mileage, necessary taxicab fares, turnpike charges, costs of rooms and lodging, meals, school business telephone charges and all incidental costs of travel. The term "travel related expenses" does not include the following and thus, **are not** reimbursable expenses:

- Tips over 15%
- Alcoholic beverages
- Monies paid for meals or lodging of other persons
 - Charges for personal phone calls, personal entertainment or entertainment provided as an optional activity at professional meetings
 - Dues or personal expenses or activities unrelated or unnecessary to school business
 - Travel on behalf of, or for the benefit of, any person or entity other than the Moore Public Schools

Itemized receipts of all expected reimbursable expenses (except meals and related tips when per diem is claimed) should be attached to the reimbursement claim form.

3. The term "professional meeting" shall mean and refer to any and all seminars, conferences, workshops, luncheons, conventions or other meetings which relate to public education or the legitimate business, concerns, activities, duties, responsibilities or functions of the Moore Public Schools; the term "professional meetings" does not include classroom "field trips" as same are neither included within or restricted by this policy.

4. The term "district business" shall mean and refer to any official business of the Moore Public Schools, which is legitimate, necessary and appropriate to the daily operations, functions, business, activities, duties or responsibilities of the Moore Public Schools. The term "district business" does not include activities of a personal nature inconsistent with or at variance with Board policy, or of actions which require, but do not have, approval of the Board.

5. The term "outside the district but within the State of Oklahoma" for the purpose of reimbursable travel for all employees, approved individuals and Board members shall mean and refer to only those miles traveled outside the actual boundaries of

Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan, and Payne Counties.

6. The term "claimant" shall mean Board members, Moore Public Schools employees and other approved individuals who perform services on behalf of Moore Public Schools and who intend to seek reimbursement for registration costs, travel or travel related costs.

No registration costs or travel related expenses shall be paid or reimbursed by the Moore Public Schools unless (1) the claimant has received advanced approval for such reimbursable travel in accordance with this policy and (2) the expenses claimed are adequately documented as required by this policy.

ADVANCE APPROVAL REQUIRED FOR ALL OUT OF STATE TRAVEL

All travel outside the State of Oklahoma shall require the advanced approval of the Board of Education*. All employees and approved individuals must additionally have the approval of their immediate administrative supervisor, Elementary or Secondary Director (if applicable), and Superintendent prior to the submission of their request to the Board of Education. In addition, the Purchasing Agent must review the estimate of expenses prior to submission to the Board of Education.

**There may be rare instances that preclude timely submission of an out-of-state trip to the Board of Education for consideration. In those infrequent cases, the Superintendent has the authority to approve the requested trip; however, the "Request to Attend Out of District Meeting" form must be accompanied by a letter of explanation as to why the trip was not submitted in time to be placed on an agenda of a meeting of the Board of Education for approval/disapproval. The Superintendent may then approve the requested trip if the letter of explanation provides valid reasons which precluded timely submission to the Board of Education and the trip meets all other appropriate criteria for approval.*

ADVANCE APPROVAL REQUIRED FOR TRAVEL AND REGISTRATION COSTS OUTSIDE THE DISTRICT BUT WITHIN THE STATE OF OKLAHOMA

All reimbursable travel and/or registration costs within the State of Oklahoma by an employee or approved individual shall require advance written approval by the immediate administrative supervisor, Elementary or Secondary the individual seeking authorization for reimbursable travel.

REIMBURSEMENT OF IN-DISTRICT TRAVEL AND REGISTRATION COSTS

Board members shall be entitled to be reimbursed for registration costs incurred within Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan, and Payne Counties if they have obtained approval, in advance, by the Board of Education. District employees and approved individuals shall be entitled to be reimbursed for registration costs incurred within the boundaries of Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan, and Payne Counties only if they have obtained approval, in advance, by their immediate administrative supervisor and the Executive Director of Financial Services.

Except as hereinafter expressly provided, no claimant shall be reimbursed for mileage, meals or travel related expenses within Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan, and Payne Counties. Meals of claimant shall be reimbursed if such meal is provided as part of the uniform registration cost charged to attend a professional meeting. Any claimant who is required to use his/her private vehicle to routinely travel between locations within Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan, and Payne Counties during the work day as part of the claimant's regularly assigned duties shall be reimbursed for actual mileage upon approval of the immediate administrative supervisor and a proper claim submitted that itemizes mileage by date and destination.

TRANSPORTATION AND MILEAGE

Authorized reimbursement for mileage by personal vehicle shall be the prevailing mileage rate in effect under the terms of the teachers' negotiated contract in effect at the time of the travel.

Distance for which mileage is claimed shall not exceed the shortest distance from origination to destination points plus any additional miles that may be specifically justified by separate itemization.

Mileage shall not be paid in any amount that exceeds the single airfare for travel to such location.

Mileage reimbursement shall not be allowed if a district-owned vehicle is available or if a district-owned vehicle is traveling to the same location for the same purpose and a space is made available to, and rejected by, the person proposing to travel by private vehicle.

In the event an Administrator or employee receives a car allowance as a part of their compensation they shall not be paid mileage for any travel. No mileage reimbursement shall be given to any individual traveling in a district owned vehicle.

If more than one person is proposing to travel to a distant destination for the same purpose by separate private vehicles, employees shall be encouraged to travel together to avoid unnecessary expense.

Reimbursement for gasoline purchased by an employee for district vehicles will not be reimbursed unless the car was filled at the school prior to departure and was insufficient to enable a return to the district. Gasoline should only be purchased in amounts sufficient to enable the return to the district. Reimbursement of gasoline and other district owned vehicle costs must be supported by unambiguous receipts or third party documentation detailing specifically the basis therefore. If available, a district gas card should be "checked out" for the cost of the fuel.

Reimbursement for airplane transportation shall not exceed coach fare reduced by any discount or package offers actually received. Reimbursement shall be made only upon submission of the documents issued by the airline reflecting the actual cost paid and canceled checks or receipts reflecting such payment.

Frequent flyer miles from district travel should be issued in the name of the district and reported to the district.

ROOMS AND LODGING

The actual cost of rooms and/or lodging shall be reimbursed up to a maximum of \$100 within the State of Oklahoma and \$125 outside the State of Oklahoma. Lodging costs in excess of these amounts may be paid on those occasions when travel is done to "high rate areas" and lodging arrangements are made through the Purchasing Department using online discount travel websites, with the intent of obtaining suitable accommodations at the best possible rates.

Lodging may also be paid at the "designated lodging rate" for a meeting, workshop, conference or other event (workshop) that is conducted at a designated hotel, motel, or public lodging place (hotel), where lodging has been arranged for the workshop by the seminar/conference sponsor, as evidenced by the announcement or notice of the workshop.

The school district is not obligated to secure designated lodging if optional lodging at a lower rate within a reasonable distance from the workshop is available, and if the optional lodging plus transportation cost between such optional lodging and the conference location does not exceed the designated lodging rate. Designated lodging will be used when less expensive optional lodging plus transportation cost cannot be secured.

In order to obtain any reimbursement, the individual seeking reimbursement shall be required to submit the actual itemized billing in his/her name submitted by the hotel, motel or other lodging facility at the time of check-out.

Personal telephone calls, services, tips, beverages, meals, food or other items charged to the room shall not be reimbursed.

No lodging shall be reimbursed for any period of time more than 24 hours prior to the commencement of the professional meeting or 24 hours after the meeting.

No lodging shall be reimbursed for lodging within a radius of 100 miles from the district unless the professional meeting or district business actually necessitates more than one day to complete or the professional meeting begins before 9:00 a.m.

No lodging shall be reimbursed under any conditions for lodging within a 60-mile radius of the district unless the employee is a member of a committee or organization that benefits Moore Public Schools and the employee has obligations that require attendance beyond the actual times of the event itself.

FOOD AND MEALS

Reimbursable meals during a full day of in-state travel shall be reimbursed at the rate of \$45.00 per day. A day shall be calculated as 24 hours and reimbursement of meals for any part of a day of necessary travel shall be one-fourth of the per day amount for each six hours, or fraction thereof.

Reimbursable meals during a full day of out of state travel shall be reimbursed at the rate of \$60.00 per day. A day shall be calculated as 24 hours and reimbursement of meals for any part of a day of necessary out of state travel shall be one-fourth of the per day amount for each six hours, or fraction thereof.

If meals were provided during participation of a professional meeting, the claimant shall have deducted from any daily meal allowance an amount equal to one-fourth of the daily allowance times the number of meals provided.

No reimbursement will be made for any meals associated with travel that does not require an overnight stay.

INCIDENTAL TRAVEL EXPENSES

Toll charges to be reimbursable must be documented by official turnpike receipt.

Rental cars shall not be reimbursable unless the business necessity therefore is justified and such expense is specifically approved in advance and verified with documentation. Taxicabs, shuttles, Rideshare, etc. shall not be reimbursed except to and from the airport or from the place of lodging to the place of the professional meeting, if different from the place of lodging. Taxicabs, shuttles, Rideshare, etc. or rental cars used in whole or in part for personal use shall not be reimbursable.

Any unusual, atypical or extraordinary expense must be justified and specifically approved, in advance. Documentation validating such expense is a condition to any reimbursement.

REIMBURSEMENT CLAIMS

No reimbursement shall be made until the person seeking reimbursement has submitted to his administrative supervisor an itemization of the expenses claimed and has tendered all of the required documentation necessary to support such claim.

APPROVING AUTHORITY

It shall be the duty of all administrators to assure proper receipts and/or documentation of reimbursable travel expenses in compliance herewith as a condition of approval for payment.

It shall be the duty of all administrators to assure that travel does not exceed such time as is necessary or reasonable to the legitimate purposes of the district prior to approving a request.