

**LYON COUNTY SCHOOL DISTRICT**

**BOARD POLICY \_\_\_\_\_ DG**

*TRAVEL POLICY*

The District will reimburse employees for all reasonable and necessary travel expenses which are directly related to the performance of their assigned duties and which are properly authorized in advance of making travel arrangements.

The District will not reimburse or otherwise pay any expenses that violate commonly accepted standards of sound judgment.

The Superintendent or their designee shall develop procedures for travel requests and reimbursement. Reimbursement shall be made only for expenses actually incurred, paid, and authorized under this policy and related procedures.

This policy shall not apply to work-related travel by a District employee for business associated with an employee bargaining group.

Policy #DG

Revised 07/28/15

*TRAVEL POLICY – ADMINISTRATIVE GUIDELINES Work Related Travel – Overnight*

1. Prior Approval a. Employees needing to travel to conferences or meetings outside of district must submit a Travel Request form for approval by their site administrator or supervisor at least four (4) weeks prior to traveling. b. If the estimated travel expenses on the Travel Request form is greater than \$6,000 or the travel is more than 650 miles from the District Office, then Board approval is required. c. Cabinet level approval is required for all travel requests requiring Board approval. d. After Cabinet approval, the request form is then forwarded to the Superintendent or designee and then the Board. e. Any exceptions to the District Travel Policy must be approved in advance by the Superintendent.

2. Advance Payment of Expenses a. Only airfare, lodging and conference registration fees are eligible for payment prior to traveling. 200-474-3d1-Airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would require prolong travel during unreasonable hours. b. All other costs incurred are reimbursed after the travel is completed.

3. Lodging Expenses a. 200.474 Lodging reimbursement will be at a rate established by the US General Services Administration (GSA) for both In-State and Out-of-State <http://www.gsa.gov/portal/category/21287> b. To be reimbursed for lodging, employees must provide receipts. c. Employees are encouraged to utilize double occupancy when appropriate. If an employee chooses single occupancy they are responsible to pay the difference above GSA rate. If the District paid for the lodging in advance, the difference will be deducted from the per diem reimbursement upon return. c. Conference lodging d. Upon approval of the Superintendent, exceptions to the rate of reimbursement for lodging can be made for the following conditions:

1. Lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held or 2. Costs have escalated because of special events; lodging within prescribed allowances cannot be obtained nearby; and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

4. Meal Expenses a. Breakfast, lunch, dinner, and incidentals are reimbursed on a per diem basis. The District will pay the GSA per diem rate as allowed for State employees and officials when District employees are on authorized travel. No receipts are required for these reimbursements. <http://www.gsa.gov/portal/category/21287> b. No reimbursement shall be allowed for any meal which is provided or made available to an employee as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided.

c. In order to be reimbursed for meals, travel must begin or end as follows:

- i. Breakfast: Leave before 7:00 a.m.
- ii. Lunch: Leave before 11:00 a.m. or return after 1:00 p.m.
- iii. Dinner: Return after 6:00 p.m.

5. Mileage Expenses a. Mileage is reimbursed at the per mile rate set by the GSA.

- i. A District vehicle should be used when traveling for District related business and employees should ride share.
- ii. An employee using his own personal vehicle when a District vehicle is unavailable will be reimbursed at the standard mileage reimbursement rate. Verification of unavailability of a district vehicle from the transportation department is required.
- iii. An employee who chooses to use his own personal vehicle for the employee's convenience will not be reimbursed for mileage or vehicle use.
- b. Only actual miles driven will be reimbursed. A mileage log or a detailed map should be included to justify miles traveled.
- c. Mileage begins from the normal work site or the traveler's home whichever is closest to the destination.
- d. When the cost of mileage for an employee to attend a conference exceeds the cost of airline transportation, the District will provide reimbursement for the lesser amount.

6. Rental Car Expenses a. Rental cars must be approved in advance on the Travel Request form. Employees must use the vehicle for District related business only and have receipts to be reimbursed for rental cars.

b. Rental insurance should be declined from the rental company as District employees are covered under the District insurance policies.

7. Other Expenses a. Necessary business expenses will be reimbursed with valid receipts. Examples of other expenses can include, but is not limited, to the following:

- i. Telephone calls at a meeting or training site,
- ii. Parking charges,
- iii. Internet charges if required for business purposes,
- or iv. Ground transportation

8. Incidental Expenses a. Incidental expenses are reimbursed with the daily per diem rate set by GSA as defined by the Federal Travel Regulations. Examples include the following:

- i. Fees and tips given to porters, baggage carriers, bellhops, and hotel maids.
- ii. Transportation between places of lodging or business and places where meals are taken, if suitable meals cannot be obtained at the site.

9. Unallowable Expenses a. The District will not reimburse for fines or parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco, or extravagant costs of any kind.

b. The District discourages combining personal travel with business travel due to the public's perception regarding use of District funds. Employees must clearly disclose any personal travel and/or vacation time to be taken in conjunction with District travel. An employee's family may accompany the employee on District business provided travel is not in a District vehicle. The District will not, however, pay any additional expenses so incurred. 200-474-2- Travel costs for dependents are unallowable.

10. Reimbursement a. A Travel Claim form and all required receipts must be submitted to the Business Office for payment.

i. Conference schedule of events should be included with travel claim. b. Monies will not be issued from pupil funds to reimburse schools for travel expenses of employees. c. Employees should submit travel expenses within five (5) working days following any trip.

11. Travel Report a. A Staff Travel Report must be completed within two weeks of returning from a conference and will be submitted to the Board of Trustees. b. It should be neatly typed, grammatically correct, and give a detailed description of the overall conference, whether good or bad.

#### ***Work Related Travel – Same Day***

1. Meal Expenses – same rates as set for overnight travel a. Meals will only be reimbursed if same day travel exceeds 100 miles from the normal work site or if staff are away from their normal work site longer than 12 hours. b. In order to be reimbursed for meals, travel must begin or end as follows:

i. Breakfast: Leave before 7:00 a.m. ii. Lunch: Leave before 11:00 a.m. or return after 1:00 p.m. iii. Dinner: Return after 6:00 p.m.

2. Mileage Expenses – same rates as set for overnight travel a. Only actual miles driven will be reimbursed. A mileage log or a detailed map should be included to justify miles traveled.

i. A District vehicle should be used when traveling for District related business and employees should ride share. ii. An employee using his own personal vehicle when a District vehicle is unavailable will be reimbursed at the standard mileage reimbursement rate. Verification of unavailability of a district vehicle from the transportation department is required. iii. An employee who chooses to use his own personal vehicle for the employee's convenience will not be reimbursed for mileage or vehicle use. b. Mileage begins from the normal work site or home whichever is closest. c. Whenever possible, a District vehicle should be used and employees should ride share.

3. Other Expenses – same requirements as set for overnight travel

4. Reimbursement a. For meals and mileage:

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i. A Travel Claim form and all required receipts must be submitted to the Business Office for payment. b. For mileage only:

i. A Mileage Reimbursement Claim form with mileage documentation. c. Employees should submit travel expenses within five (5) working days following any trip.

The following forms are used as part of the School District Staff Travel Policy. 1. Travel Request 2. Staff Travel Report 3. Travel Reimbursement Claim (Overnight and Same Day forms) 4. Monthly Mileage Reimbursement Claim

For information regarding current GSA reimbursements amounts, please visit its website at <http://www.gsa.gov>.