

**CAMBRIAN SCHOOL DISTRICT**  
**Board Policy**

**Procedure 3350**

Adopted: January 22, 2002

Revised: January 19, 2017

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**BUSINESS AND NONINSTRUCTIONAL OPERATIONS**

**Expense Reimbursement**

**I. Conference Attendance**

Approval for attendance at conferences/meetings will be given contingent upon prior allocation of funds by the Board and subject to the following regulations:

- A. Approval for attendance at conferences shall be determined by immediate supervisor and the Superintendent or his/her designee.
- B. Conference attendance is an activity for staff development. Benefit to the educational program shall be the major criterion in approving requests for conference attendance.
- C. Requests for attendance at conferences shall be made at least ten (10) working days prior to the start of the conference to your immediate supervisor.
- D. It is the responsibility of all persons attending a conference to impart pertinent information to colleagues and staff in the form of a written or oral report.
- E. Released time costs shall be allowed within budgetary limitations.
- F. Conference attendance will not be charged against vacation time.

**II. Definition of Necessary Expenses**

- A. Transportation Expenses
  - 1. Private Automobile
    - a. Daily Travel

Employees shall be reimbursed at the established District rate for travel required in performing daily duties. A mileage report must be submitted to the Business Department showing date, destination, purpose, and miles traveled

(with corresponding support of miles traveled such as MapQuest or Google Maps, if necessary).

b. Conferences

Round trip transportation to a conference by private automobile shall be reimbursed at the established District rate. Travel to and from is not to exceed the lowest available economy airfare.

Car pools are encouraged with only the driver receiving reimbursement, and mileage is computed from the District Office or school facility where employee is regularly assigned.

Parking fees are reimbursable and receipt or ticket must be turned in.

2. Air/Rail Travel

a. Round trip airfare at economy rates; or other public conveyance not to exceed airplane economy rates.

b. Airport parking fees are reimbursable and receipt must be turned in.

3. Travel at Conference Location

a. Automobile rentals may be allowed if no other public carrier transportation is available or feasible, and if prior permission has been obtained from Superintendent or designee. Receipt is required.

b. Transportation to and from a terminal to the meeting site or hotel is reimbursable, and a receipt is required.

B. Lodging

Actual and necessary hotel costs will be reimbursed not to exceed single occupancy rate. A receipt is required.

C. Meals

The per diem allowance for necessary meals shall be based on the Federal Government's per Diem Rates (for travel in the Continental United States) established by the U.S. General Services Administration for federal employees. These rates are subject to change on an annual basis.

The Business Services Department will publish the per diem allowance for necessary meals, by meal type, annually to all employees via email. As of February 1, 2017 the new per diem allowance will be \$64 per day, based on \$15 for breakfast, \$16 for lunch and \$28 for dinner and \$5 for incidental expenditures. (District will not reimburse for meals purchased when meals were included ~~in~~ with the conference.)

Any expense that exceeds the maximum rate of reimbursement established by the District shall be reimbursed only with the approval of the Superintendent or designee.

D. Conference Fees

Only approved registration and conference fees will be reimbursed with receipt of conference confirmation, proof of payment and proof of attendance.

Registration/conference fees may be paid by the District to the vendor directly in advance through purchase order process.

E. Advances

Advances, when approved by the Superintendent, may be made to an employee when such financial assistance is requested and the amount does not exceed estimated "necessary expenses".

Amount of advance shall be deducted from final claim; excess amount shall be returned to the District within fifteen (15) days of return from conference.

F. Reimbursement Claims

**Reimbursement claims shall be submitted to the Business Office within fifteen (15) days of return to the District.**

G. Credit Card Transactions

When approved by the Superintendent or designee, an employee may be issued a District credit card for use while on authorized district business. Receipts documenting the expenses incurred on a District credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a District credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

H. Items Not Reimbursed

The District shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, and laundry, expenses of any family member who is

accompanying the employee on district-related business and personal losses or traffic violation fees incurred while on district business.

Legal Reference:

EDUCATION CODE

- 42634 Itemization of expenses
- 44016 Travel expense to employment interview
- 44032 Travel expenses
- 44033 Automobile allowance
- 44802 Student teacher's travel expense

Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>