

Section 3000

Business and Noninstructional Operations

Policy 3350: Travel Expenses

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Assistant Superintendent Business Services shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Assistant Superintendent Business Services shall establish procedures for the approval of travel requests and the submission and verification of expense claims. They also shall establish reimbursement rates in accordance with law and Board policy.

A district official or employee or parent representative shall obtain approval from their supervisor prior to traveling. Their supervisor may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or Assistant Superintendent if they determine that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Superintendent.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or non-meal related gratuities, alcohol, entertainment, laundry, expenses of any family member who is

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

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized district officials or employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by their supervisor.. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when they are transported free of charge or by another employee who is entitled to the expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent based on the time of day that travel for district business begins and ends.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of their supervisor.

All expense reimbursement claims shall be submitted on the district travel conference form within 10 working days following return from travel. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

Their supervisor shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee will be personally responsible for any improper costs incurred.

When approved by an Assistant Superintendent,, a district official or 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.

State

Ed. Code 42634

Description

[Itemization of expenses](#)

Ed. Code 44016

[Travel expense to employment interview](#)

Ed. Code 44032	Travel expense payment
Ed. Code 44033	Automobile allowance
Ed. Code 44802	Student teacher's travel expense
Management Resources	Description
Internal Revenue Service Publication	Per Diem Rates (For Travel Within the Continental United States), Publication 1542
Website	CSBA District and County Office of Education Legal Services
Website	U.S. General Services Administration, Per Diem Rates
Website	Internal Revenue Service

Cross References

Code	Description
1220	Citizen Advisory Committees
1220	Citizen Advisory Committees
2121	Superintendent's Contract
2230	Representative And Deliberative Groups
3100	Budget
3100	Budget
3110	Transfer Of Funds
3230	Federal Grant Funds
3230	Federal Grant Funds
3300	Expenditures And Purchases
4131	Staff Development
4231	Staff Development
4331	Staff Development
6159.3	Appointment Of Surrogate Parent For Special Education Students
6159.3	Appointment Of Surrogate Parent For Special Education Students
9150	Student Board Members
9250	Remuneration, Reimbursement And Other Benefits
9250-E(1)	Remuneration, Reimbursement And Other Benefits

Administrative Regulation

Travel Expenses

Business and Noninstructional Operations

AR 3350

Conferences

The major focus of conference content must be directly related to Board Goals, needs addressed in the school or district plans, or directly related to funding program intent and goals.

The conference shall be related to the primary or major portion of the staff member's assignment in relation to the Board Goals or needs addressed in school or district plans. The number of persons attending the conference or activity shall be reasonable, based on the format of the conference, the type of information to be obtained and disseminated, and the availability of funds.

The justification statement must be on the travel conference request and a conference brochure must be attached. Travel requisitions should be submitted to district office Business Services 45 days in advance of the conference start date.

The term "conference" as used in the preceding paragraphs, includes any meeting, convention or other gathering which an individual will attend outside of Oxnard Union High School District, and which necessitates an absence from regular duties in the district.

Meals

Reimbursement shall be based on actual and necessary meal costs. If the actual total cost of daily meals is less than the approved meal limitation, only the actual amount may be claimed. If the total cost of daily meals exceeds the limitation, the employee has the option to claim up to the limited amount, or claim the entire amount by attaching a statement of justification approved by authorized district personnel. Gratuities may be paid if the total payment of all meals and gratuities does not exceed the limit for daily meal reimbursement. Original itemized receipts from the vendor must be presented for reimbursement by the district official or employee or parent representative. . ***No school district, county board of education, or county superintendent of schools shall expend any public funds on the purchase of alcoholic beverages. California Ed. Code 32435(a).***

The total daily meal reimbursement amount is based on the U.S. General Services Administration Meals & Incidentals (M&IE) rates for Los Angeles/Orange/Ventura counties. Regardless of the number of meals or the time of day of the daily meals, the district will reimburse that employee for their total daily meal expenditures up to the M&IE total per full day of travel for Los Angeles/Orange/Ventura counties.

The current US General Services Administration Meals and Incidentals (M&IE) rates for Los Angeles/Orange/Ventura counties is \$74 dollars per day.

For partial day travel to or from a conference, best practice is to limit your meal expenditure based on the length of travel. The General Services Administration provides a First & Last Day of Travel Meal reimbursement recommendation.

Lodging

Lodging expense may either be paid by the employee or prepaid by the district. Reservations must be made by the employee. An itemized reservation showing the date(s) and room rate must be presented as support to mail a check to the hotel. If paid by the employee, an actual itemized bill showing paid in full can be presented for reimbursement.

Airbnbs, VRBOs, and other short-term rental properties are not allowed.

Overnight stay is allowed if the conference destination is either 50 miles away or two hours of travel time. Receipts for hotel rooms must be submitted using the district travel conference form after the conference, even if prepayment has been made.

Transportation

Mileage for an employee driving their personal vehicle to a conference or meeting is computed by leaving either the employee's home or workplace, whichever is most advantageous to the district. The reimbursement rate is equal to the IRS reimbursement rate at the time of travel. The distance claimed must be supported by an authorized web-based mileage calculator such as Google Maps or the equivalent.

If many employees are attending the same meeting or conference, the district encourages carpooling.

Travel must be by the least expensive mode-not the most convenient. The conference or training activity should be the one in closest proximity (in the event there is a choice of location if an employee uses a district vehicle no mileage is reimbursed).

Disallowances

The following expenditures are not reimbursable:

- Personal expenses such as laundry, entertainment, side trips and/or tours and valet service.
- Individual membership fees in professional organizations.
- Expenses of family members or other unauthorized nonemployees.
- Supplies, books or kits from a meeting without prior approval on a conference request.
- Registration or tuition fees when credit is earned or given.
- Unidentified miscellaneous items.