

409.00.1 STAFF/EXPENSES, TRAVEL

A. Transportation

1. Upon pre-approval, staff are eligible for round-trip transportation to Minneapolis-St. Paul air terminal from residences or from 360 Colborne.
2. Air transportation, at coach rate or commercial airlines wherever possible, to and from destination. If the traveler purchases own airfare the traveler must also obtain a written quote from one of the District's authorized agencies to prove their airfare was the cheapest. Receipt of payment must accompany the request for reimbursement.
3. Transportation at destination shall be by cab, hotel shuttle, or public transit. Car rental shall be permitted only in unusual cases or if conference is more than 35 miles from airport and approval is granted in advance. When car rental is allowed, receipts must accompany reimbursement request.
4. In cases where an employee drives his/her car, reimbursement shall be based on a written quote, round-trip air coach or the current standard amount paid per mile to District employees as established by the Board for use of a private vehicle, whichever is less. Lodging and meals during travel by car will not be reimbursed. Housing of the car at location shall be reimbursed.

B. Lodging

1. Reimbursement shall be at the single room rate for as many nights as are required to cover necessary meetings and to coincide with airline schedules. Receipt of payment of the hotel bill must accompany the request for reimbursement. If lodging is provided other than in a hotel, an explanation must accompany the traveler expense report.
2. In cases where a spouse accompanies the employee, the reimbursement shall be based on the single room rate which should be noted on the bill by the hotel.
3. When people share a room, both must submit a bill for lodging.

C. Meals

1. Reimbursement shall be for food only. No reimbursement will be made for cocktails or entertainment.

3. Employees shall be expected to be prudent in their selection of restaurants so as to keep food charges within reason.
4. All meal charges shall require an itemized receipt for reimbursement. The meal reimbursement rate will be adjusted by meals provided at the event.

D. Travel Advances

1. Travel advance funds to cover expenses for travel may be available upon request.
2. All requests for travel advances shall be made on the appropriate form available in the Business Office.
3. Advances may not be outstanding for more than 30 days from the date of the conclusion of the event which the employee attended.
4. No advance will be granted if there is a previous advance outstanding.
5. Under state law, the amount of the advance must be repaid to the St Paul Public Schools when expenses incurred are less than the amount advanced.
6. In the event that an employee leaves District employment with an advance outstanding, the Business and Financial Affairs office will withhold that employee's final salary payment until the advance has been repaid.

E. Miscellaneous

1. Gratuities shall be included with meal charges.
2. No personal telephone calls shall be reimbursed.
3. Registration fees shall be reimbursed when the request for reimbursement is accompanied by a receipt.
4. Association membership fees may be reimbursed with prior approval of the Superintendent.
5. An unusual expense that would not ordinarily be associated with a convention, workshop or seminar, such as extended stays for visiting schools or other activities, shall be reimbursed only when approval has been granted prior to the trip and by the proper administrative supervisor.

6. Materials purchased at workshops or conferences that are needed for the meetings, or are to become property of the District, shall require receipts for reimbursement.
7. Any unusual expenditure not outlined in the items shall require prior approval from a supervising administrator if reimbursement is to be requested.

LEGAL REFERENCES:

CROSS REFERENCES:

See Business Office website for more information on travel.
<http://businessoffice.spps.org/>