

Travel Guide for District Employees

Rules and Definitions

The following rules and definitions apply to all travel paid with district funds, no matter the source of the funds, including SSA accounts, and to all district employees traveling on district business. For questions, contact Accounts Payable (719) 520-2060.

Account Chart Fields

District authorized account stream to be used to fund travel reimbursement

Airline Tickets

Traveler must request lowest fare available from all carriers.

NOTE: First or Business Class travel is not authorized and will not be reimbursed.

Alcoholic Beverages

Not reimbursable.

Approving Authority

The supervisor having approval authority, for the district employee traveling, must approve the travel. Travelers cannot approve their own travel requests. Unsigned forms will be returned to school/department. **All out-of-state travel must also be approved by the superintendent.**

Note: Travel Request forms must be signed (approved) prior to incurring travel expenses

Benefit of the District

All travel expenses paid by the District must be for business purposes, incurred in support of assigned duties, and in furtherance of the District's mission.

Camping Fees

Reimbursable as lodging expenses if paid to commercial campground or state/national park. Receipts required regardless of dollar amount.

Conference/Event Registration

Conference/event registration fees should be paid with the P-Card. If the P-Card is not accepted a request for payment may be submitted on a travel voucher, or personal payment can be reimbursed at the completion of the travel. If the vendor is not a current AP Vendor please request a W9 from the vendor to be faxed to 719-520-2346. Once the W9 is received, AP will verify the W9 with the IRS and setup the vendor for payments through PeopleSoft. For reimbursement of a personal payment, the conference/event registration payment receipt must be attached to the Travel Request form and submitted to Accounts Payable.

Credit Card

See Visa Procurement Card

Day Trips

One day activities close enough to Colorado Springs to allow travel in one day. If mileage is only reimbursement, Auto Mileage Reimbursement Request Form can be used. If any other expenses are to be reimbursed such as meals, registration fees, parking, etc., than the Travel Request form is required.

District Board Members

Are governed by this regulation and same rates that apply to District employee travel-related expenses.

Gasoline for Private Vehicles

Traveler will not be directly reimbursed for gasoline expense, because the traveler will be reimbursed for authorized travel at a rate of 40 cents per mile. Gasoline receipts are not required.

Gasoline for Rental Vehicles

Traveler must submit all receipts, on the Travel Request form, regardless of dollar amount.

Group Travel

Group travel is defined as: A number of employees traveling under the same expenditure account number to a common destination at the same time on business for the benefit of the district. All group travel must be approved in advance by an authorized supervisor. Once approved, a PCard should be used for Conference/event registration, Airline tickets, car rental, ground transportation, and approved lodging expenses. Authorized per diem and mileage payments for the trip should be submitted to Accounts Payable on a completed travel form with the appropriate authorizations and backup documentation.

In-State Travel

In-state travel is defined as travel within the State of Colorado and immediate areas outside of Colorado that is a necessary part of an otherwise in-state trip. Approval from a supervisor is always required for travel. The Travel Request form is required for expenses incurred while in travel status and are reimbursable in accordance with this regulation.

Intra-city Transportation

Transportation costs (shuttles, buses, taxis, etc.) at traveler's destination are reimbursable. Receipts regardless of dollar amount are required.

Lodging-Business/Commercial

Reimbursable to the extent of actual cost of reasonable accommodations as set by District. Travelers must charge lodging to Visa P Card whenever possible. If a Visa P Card is not accepted, a travel request may be submitted for payment. If the vendor is not in the Accounts Payable database, please request a W9 from the vendor to be faxed to 719-520-2060. Accounts Payable will verify the W9 with the IRS and setup the vendor for payments. If lodging is paid with personal funds, receipts are always required.

Lodging

Pcards should be used to reserve and pay approved lodging for travel.

If for some reason the lodging is not needed, it is the traveler's responsibility to cancel the reservations for the lodging. Any charges that occur on the P-Card for lodging will be the responsibility of the traveler to reimburse the District out of personal funds

Lodging-Spouse/Other

If traveling with spouse/other individual, business traveler can only request reimbursement for his/her own lodging, meals, etc. Single-room occupancy rate must be indicated on lodging receipt.

Lodging-Staying with Friends

Travelers who arrange private lodging will not be reimbursed for the lodging. Meals at the per diem rate will be authorized.

Meals during Single-Day Trip

If travel is wholly within a single day, lunch is reimbursable $\frac{1}{4}$ the authorized per diem rate. Dinner is reimbursable at $\frac{1}{2}$ the authorized per diem rate, if the business requires that the traveler return home after 8:00 p.m. This only applies to meals purchased outside the Colorado Springs area.

Meals in Travel Status

Federal per diem rates apply according to geographic location:

To access **Domestic / Continental US (CONUS)** per diem rates:

<http://www.gsa.gov/portal/category/21287>

Mileage-Personal Vehicle

Reimbursable at a rate of 50 cents per mile for authorized official business miles. The following web sites link can help travelers calculate miles driven: www.mapquest.com.

Mileage vs. Airfare

Travelers will be reimbursed for driving cost (mileage, lodging, meal per diems) up to actual total flight cost (transportation to/from Colorado Springs Airport, airfare, destination ground transportation). Calculation of airfare cost is based on lowest obtainable 14-day advance fare. Traveler must declare annual leave for any additional days required as a result of alternative travel.

Nested Tickets

Two or more scheduled trips made without returning to traveler's home base. Reimbursable if total cost of nested tickets is less than total of individual round-trip tickets. Traveler must shop for best ticket rate.

Non-Employee -Meals, Lodging, Travel

Non-District personnel on official District business, in an approved travel status are governed by this travel regulation and the rates established herein.

Out-of-State Travel

All travel outside the State of Colorado must have approval by the Superintendent.

Parking

Reimbursable when it is a necessary part of the trip, e.g., parking at traveler's destination, parking at Airport. Receipts are required.

Per Diem

Daily rate of meal reimbursement: For partial day travel the per diem is broken down as follows: Breakfast $\frac{1}{4}$ the rate, lunch $\frac{1}{4}$ the rate, and dinner $\frac{1}{2}$ the rate.

Personal Expenses

Expenses incurred for traveler's benefit—e.g., magazines, movie rentals, other entertainment—are not reimbursable.

Personal Travel combined with Business Travel

Should not be combined unless unavoidable. Only business-related cost of travel will be reimbursed.

To access **Alaska, Hawaii and Puerto Rico (OCONUS)** per diem rates:

<http://www.defensetravel.dod.mil/site/perdiemCalc.cfm>

Procurement Card (P-Card)

District Visa procurement card: P-Card use is not authorized for travel expenses; however, the P-Card may be used for conference/event registration, auto rental and to reserve lodging.

Propriety of Expense Rule

Travel paid by the District, regardless of funding source, shall be for the benefit of the District and completed using the most economical means available which will satisfactorily accomplish the District's business. Traveler will request reimbursement—and Approving Authority will approve payment—only for those expenses incurred for the benefit of the District.

Receipts

Travelers must submit original itemized receipts for all individual charges regardless of the amount. Exception: No receipts are needed to claim authorized meal per diem.

Registration Fees

See Conference/Event Registration.

Rental Vehicle

Only sub-compact or compact cars should be requested. Rent from the national auto rental agency that gives you the best rate for the given location. If available always use the Visa P card. When renting an automobile in the name of D11 choose physical damage and loss of use coverage. Original receipts are required for reimbursement if rented with personal funds.

Shared Costs-District and another Funding Source

Traveler should not charge the District with the intent of reimbursing the District at a later date. It is preferable that traveler cover non-District expenses separately. If not possible to separate charges and traveler needs to reimburse the District for expenses covered by another entity, traveler should write a personal check payable to the District and attach it to the Travel Request form.

Shared Costs-Employees

Employee costs should not be combined. One Travel Request form should be a record of one traveler's trip. If two District employees in travel status share lodging, each should pay his/her own portion of lodging and submit separate reimbursement requests. If vendor cannot separate cost of shared lodging, employee who pays total bill should request full reimbursement and indicate whose lodging is included on that bill. Meal per diems are always submitted separately by each traveler.

Shared Costs-Spouse, Relatives, Friends

Not reimbursable. Personal costs should be paid directly by employee and should not be charged to the District.

Signature Authority

See Approving Authority.

Student-Meals, Lodging, Travel

Not covered by this guide. If student meals, lodging and travel are authorized for reimbursement by the District, the rates will be determined on case-by-case bases. Contact Accounts Payable to discuss appropriate rate.

Tax Implications

Traveler must complete, sign, date, and submit Travel Request/Reimbursement form within 30 days of trip end.

Telephone/Fax Charges

Charges for district business phone and fax calls are reimbursable. In addition, traveler can make one personal telephone call, of a reasonable duration, per each full day in travel status. When using hotel phone/fax services, these charges must be itemized.

Tips

Reasonable tips given to bellhops, porters, maids, and ground transportation personnel are reimbursable, only if they are indicated **on a receipt**. Exception: Tips on meal service are already included in the per diem and cannot be claimed separately.

Toll Road Charges

Reimbursable if a receipt is provided.

Traffic Fines/Tickets

Not reimbursable.

Travel Insurance

Reimbursable in some cases. See Rental Car.

Travel Request/Reimbursement Form

Used to request reimbursement for District travel-related expenses (e.g., meals, lodging, mileage, on-site event registrations, etc.). Traveler must submit signed, original forms and appropriate documentation within 30 days of trip completion. Unsigned/non-original forms will be returned to department.

Traveler's Checks

The fee for traveler's checks is not reimbursable.

Visa Procurement Card

Must be used for airline tickets, vehicle rentals, lodging, and all other travel expenses, wherever it is accepted.