

The district recognizes that employees, representatives, and students may be required to travel within the district, in-state and out-of-state in the performance of their regular duties or as part of the regular or extra-curricular program. The district also recognizes that in-state and out-of-state travel will be necessary at times to allow board members, employees, students and others to attend meetings, conferences, conventions and workshops which will contribute to their professional growth and to the further development of district programs.

Anyone who is authorized to travel at district expense is expected to obtain prior approval, keep costs as reasonable as possible, and comply with the following procedures.

All claims for travel reimbursement which required prior approval shall be submitted to Financial Services within five (5) work days. Routine mileage and expense reimbursement claims should be submitted, using district approved claim forms, no later than thirty (30) calendar days following the last incurrence of the expense.

#### **TRAVEL REQUEST AND APPROVAL**

Approval is required prior to making arrangements for non-routine travel requests (including seminars, workshops, conferences, recruiting trips and out-of-district overnight meetings). All travel requests must be submitted on the "Prior Trip Approval Form" prior to making any travel arrangements. Requests are to be submitted for absences from regular assignments and/or if expenses are to be incurred to attend a planned, approved meeting. Forms must be submitted to the Administrative Services office for approval a minimum of fifteen (15) days prior to travel dates.

The Prior Trip Approval Form must show meals, lodging, transportation, registration fees, substitutes and any other estimated expenses for which payment or reimbursement will be requested. The budget code relating to each travel category must be included on the request.

Employees may be allowed to personally underwrite all or part of his/her travel expense as a condition for authorization to travel and must be stated on the Prior Trip Approval form.

Employees may **not** make travel arrangements until their travel requests have received all required approvals.

Routine local travel does not require prior approval. Routine daily mileage and other expenses (parking, tolls) which are incurred in performance of employment required duties, is reimbursable. Mileage to and from work will not be reimbursed.

The chart below shows acceptable methods of payment by category of employee travel:

|                                  |              |         | Transportation | Per Diem | Misc       |         |
|----------------------------------|--------------|---------|----------------|----------|------------|---------|
|                                  | Registration | Lodging | Airfare        | Meals    | Travel Exp | Mileage |
| Purchase Order                   | ✓            | ✓       | ✓              |          |            |         |
| Procurement Card                 | ✓            | ✓ *     | ✓ *            |          |            |         |
| Reimbursement                    | ✓            | ✓       | ✓              | ✓        | ✓          | ✓       |
| Advance<br>(In case of hardship) |              |         |                | ✓        |            |         |

Note the asterisk (\*) above – this indicates the need to use the district’s travel procurement card. Travel card may be checked out from Financial Services.

### Transportation

1. Private Vehicle: Mileage is reimbursed at the current Internal Revenue Service rate per mile in effect at the time of travel. Employees attending a conference may choose to drive their personal vehicle in lieu of flying and can be reimbursed for the actual mileage, not to exceed the cost of an airline ticket plus projected ground transportation. The employee must provide documentation establishing the reasonable cost of these items.

When two (2) or more persons are attending the same event, plans will be made to use the minimum number of cars necessary to transport everyone. The department organizing such group travel will be responsible for establishing the appropriate number of mileage reimbursements allowed. Whenever possible and practical, employees will make use of the vehicles in the district’s motor pool for out of district travel.

2. Airfare: Air travel should be at the lowest fare available or coach class. Detailed receipts for out-of-pocket or procurement card expenditures are required.
3. Rental Cars: Employees may rent a car when it would be less costly and substantially more convenient than any other available means of transportation. Economy or compact car is suggested. The district shall authorize only one rental car for each four (4) staff members when more than one staff member uses a rental car. Detailed receipts for out-of-pocket expenditures are required.
4. Other Transportation (ferry, taxi, shuttle, train, bus): Other transportation will be reimbursed to the employee provided that the transportation was used for district

business. This includes transportation to/from the airport and the place of lodging or business. Transportation costs for meals taken at a site other than an employee's place of lodging are considered personal not reimbursable. Detailed receipts for out-of-pocket expenditures are required.

5. The district shall reimburse based on the most economical mode of travel. An example would be when airfare and the necessary related expenses (e.g., rental car) are more economical but the employee is authorized to travel by private vehicle, the district shall reimburse on the most economical mode of travel.

### **Registration**

1. If prepayment for conference and/or workshop registration is required, use procard or requisition process.
2. Detailed receipts for out-of-pocket or procurement card expenditures are required.

### **Lodging**

1. Reimbursement for lodging is limited to the allowable amount for the area based on the U.S. General Services Administration (GSA) or at a comparable convention rate for the area. Government or conference rates should be requested when available. ([www.gsa.gov//perdiem](http://www.gsa.gov//perdiem))
2. If more than one staff member uses a hotel room, the cost may be claimed by the individual making payment, with reference on each user's claim form.
3. An employee who chooses to stay in their personal recreational vehicle in lieu of conventional lodging (trailer/camper) may be reimbursed for expenses including parking fees; fees for connection, use and disconnection of utilities; electricity, gas, water and sewage; bath or shower fees; dumping fees.
4. Detailed receipts for out-of-pocket or procurement card expenditures are required.

### **Meals**

Meals during an overnight stay qualify for reimbursement. For overnight travel assignments when meals are not provided or offered, meals shall be reimbursed at the per diem allowance as follows:

|               |  |
|---------------|--|
| Breakfast     | \$17 Eligible for departure 3 hours before regular work start time |
| Lunch         | \$21 Regular scheduled time  |
| Dinner        | \$31 Return after 6:00 p.m.  |
| Not to Exceed | \$69   |

Procurement cards shall not be used to purchase meals. Exception is use by the Superintendent or authorized designee when conducting district business in or out of district.

### **General Exceptions**

Exemptions to the travel parameters in this procedure may be granted on a case-by-case basis by district administration when proposals indicate cost-savings, decreased travel time for participants, and/or other reasonable benefits requiring special consideration. Requests for exceptions must be noted or attached to the Prior Trip Approval Form.

### **Travel Advancement**

Per diem for meals may be given as a travel advance in cases of hardship upon request. Requests must be approved by the administrator of the budget requesting travel. Requests for advancement must be received by the Financial Services Office by 10 a.m. at least three (3) business days prior to departure. The traveler must pick up and sign for their per diem check at the Financial Services Office.

A signed certification form will be required, verifying the employee has received their check and will notify the District if their actual travel days should differ from their intended travel. Employees are required to pay back the applicable portion of their per diem when their actual travel is less than what was originally scheduled.