

TRAVEL AND CONFERENCE EXPENSE POLICY

A. Purpose

This policy sets forth the guidelines to be followed regarding travel and conference expenses incurred within the scope of employment, and reimbursements for said expenses. Travel for the purpose of this policy includes assigned employee attendance at workshops, seminars, conventions, conferences, or other meetings of interest to CMP.

B. Procedure

If travel is to involve costs to CMP other than mileage or the employee salary while absent from the work location, a Travel and Conference Reimbursement Form shall be prepared by the staff member, to include a detailed cost estimate, and submitted to the Superintendent for pre-approval. All costs in conjunction with travel shall have been provided for in the school district budget.

C. Approved Reimbursement Rates and Limits

1. Mileage

Employees performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage at the rate calculated by the Internal Revenue Service for allowable business mileage expense. Mileage is charged from the employee's usually assigned site location to destination and back to the site location (i.e. school campus). The staff member's home may be used in-lieu of work site if ~~he or she~~they begins or ends the journey at home and the total mileage is less. If the travel occurs on a non-business day, mileage may be charged from the staff member's home to destination and back to the staff member's home.

2. Meals

Reimbursements shall be based upon actual cost, up to the following approved limits per meal:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	\$25.00

Receipts must be itemized and pursuant to state auditing guidelines, CMP cannot process a receipt which includes alcohol.

Participants may not combine or carryover meal limits.

At the discretion of the Superintendent, based on location and other cost factors, meal claims which exceed the previous limit but do not exceed the maximum per day limit of \$50.00 may be authorized. Pre-approval by the Superintendent is specifically required for meal claims exceeding limits previously specified.

~~Participants may not combine or carryover meal limits.~~

~~Pursuant to state auditing guidelines, CMP cannot process a receipt which includes alcohol.~~

Exceptions: Banquets

A pre-approved banquet breakfast, luncheon or dinner, which is an official part of a conference and for which there is a prescribed fee, may exceed a meal limitation amount as

previously designated. Said banquet should be included in the pre-approved itinerary to be considered for reimbursement at actual cost.

Exceptions: Other

Meals provided to participant through lodging venue, conference venue, or site location will be considered a ‘completed meal’ and will not be eligible for additional reimbursement.

3. Out-of-State Travel

Notwithstanding any other provision of this policy, all out-of-state or out-of-country travel shall be presented to the Superintendent for pre-approval with a complete explanation of the school business purpose to be served and estimated costs to the school.

4. Lodging

Lodging shall be reimbursed for authorized stay-over. If a non-employee traveling partner is in attendance, reimbursement shall not exceed the rate for single-living occupancy lodging.

Depending on the event, lodging is either pre-paid or pre-authorized covering room and taxes. Employees and educational partners are expected to place a credit card on file for incidentals, such as movies or room service, which CMP does not reimburse for.

5. Transportation

Economy, standard, tourist, or similar airfare rates are allowed. First class fare will be allowed only in emergency situations with prior approval of the Superintendent. The option for use of a private vehicle or air transportation or other mode may be allowed except that CMP shall make reimbursement for transportation resulting in the least cost to the school, considering all other costs.

If flying, the employee or educational partner, is responsible for booking their own flight and abiding by the airlines cancellation or flight change policy.

In accordance with auditing guidelines, CMP does not reimburse for canceled or missed flights after payment has been made. If a staff member misses a flight or changes their mind on whether to travel CMP ~~In the event the trip gets cancelled, or the employee or educational partner backs out, CMP does not reimburse for flights. It is assumed the airline account of the employee or educational partner is credited. Per auditing guidelines, CMP is not allowed to~~CMP will not pay for a flight or credit that was not used for CMP related business.

6. Conference Fees

Conference fees, including registration for specific events, shall be reimbursed. Conference-sponsored activities which are essentially entertainment or non-business shall not be reimbursed.

If an employee or educational partner needs to cancel their attendance they will be charged the cancellation fee and any other fees incurred. Cancellation fees are subject to payroll deduction.

D. Claims

1. Travel

Whenever travel is properly authorized and costs are incurred, the employee shall prepare a claim form which shows in detail all expenditures incurred. Original invoices and/or itemized receipts shall also be provided and attached to the claim form for the following:

- Air/Train/Bus Fare
- Lodging
- Car Rentals
- Parking
- Conference Fees
- Registration
- Approved Meals
- Toll Bridges
- Necessary Business Services
- Gas receipts if claiming in-lieu of mileage

The claimant shall certify all amounts claimed were actual and necessary. Documentation must show the inclusive dates of each trip for which allowances are claimed and the times of departure and return. Time of departure and return means the time the staff member starts the trip, from office or home, and ends the trip, at office or home.

Claims shall be filed within 30 days after return from travel. The Superintendent or designee shall be required to review and approve each travel claim by signature. In the event that any travel expense is not covered by or exceeds this policy, the claim and item in question shall be referred to the Superintendent, or designee, for appropriate processing.

Claims will not be paid until after the event.

2. Incidentals

Generally, incidentals, personal expenses and non-business expenses shall be the responsibility of the participant. Other incidental costs, with business purpose, may be approved by the Superintendent, or designee, provided such other costs are explained in detail and do not include personal expenses.

E. Auditing Guidelines

Pursuant to state auditing guidelines, CMP cannot process a receipt which includes alcohol, personal incidentals or non-business related expenses. Please be sure to purchase these items on a separate personal tab at the team member’s own expense. Incidentals, personal expenses and non-business expenses shall be the responsibility of the participant.

F. Delegation of Authority

The authority to authorize employee travel is hereby delegated to the Superintendent. All restrictions and limitations within this policy shall apply.