

Reimbursement for Travel Expenses

Travel Request

Immediate supervisors must approve staff travel requests. Requests are to be made sufficiently in advance so a thorough consideration can be given to the travel request. The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Any request for travel outside the United States must be pre-approved by the Superintendent.

Reimbursement of Claims

Certified claims for reimbursement must be submitted to the district business office within 10 days of return date.

A Local Mileage Reimbursement Claim Form is to be submitted each month for reimbursement of local mileage and parking fees in a personal vehicle. The form must show each point of departure, destination and purpose. Travel expenses to and from work are the individual responsibility of the employee. Travel necessary during the workday, after the individual has reported to the first duty station, as scheduled, is reimbursable. Travel duties performed closer than or equal to the normal duty station from home is not reimbursable.

A Travel Request & Claim Form is to be submitted for each trip in which reimbursement is being requested.

Meals and incidentals will be calculated based on the Federal Per Diem rates at the time of travel. Per diem rates includes taxes, tips and incidentals. When meals are included, as part of the event or hotel accommodations, per diem will be adjusted accordingly. In order to receive per diem for breakfast an employee must depart prior to 6:00 am; for dinner an employee must return after 6:00 pm. Receipts are not required for meals, additionally District purchasing cards are not to be used to pay for meals.

Overnight Travel: Upon completion of overnight travel reimbursement of “Out of Pocket” expenses, mileage and per diem may be requested.

- Per diem eligibility will be issued based on the location of the event in addition to the time of departure and return.
- Receipts are not required for meals.
- District purchasing cards are not to be used for meals.
- Meals, movies, laundry and personal phone calls/internet services charged to hotel rooms must be paid by employee at time of checkout.

Day Travel: Upon completion of day travel reimbursement of “Out of Pocket” expenses, mileage and per diem may be requested.

- Lunch is usually the only per diem amount approved.
- Meals are paid out of personal pocket. Reimbursement will be made at the per diem rate.
- Per diem is considered a taxable fringe benefit when a trip is not overnight. Therefore, day trip per diem claims will be paid through payroll and included on employee payroll check. All other expenses will be reimbursed on a separate check through Accounts Payable.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Federal Per Diem	No receipt required
Airline, Train, Bus Fare	Actual Cost	Airline reservation confirmation serves as receipt
Taxi, Parking, Toll	Actual Cost	Itemized receipt required

Mileage – personal car

- Inside the District: Reimbursement allowed only when approved in advance by the staff member’s supervisor. When travel is a necessary part of performing one’s work, the staff member may receive blanket approval for the year.
- Outside the District: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement shall be at the current IRS rate.

Non-Reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages.
- B. Personal telephone calls, postage and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other non-official school functions.
- E. Entertainment.
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district’s financial interest to extend the travel over a Saturday night or such other rate advantages.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Adopted: November 10, 2003

Revised: November 13, 2007

Revised: June 11, 2018