

Piper USD 203

Travel Expense Reimbursement Procedure

District Required Travel:

It is the intent of the District that employees be fully reimbursed for pre-approved allowable expenditures incurred as a result of required District travel. It is important that all expenditures are based on a fiscally conservative approach. The reimbursement practice and procedure has been developed on such an approach. Employees traveling on District business are encouraged to keep this in mind as they plan for and incur expenditures in the course of their travel.

Reimbursement:

The District will reimburse expenditures to employees through the use of a [Travel Expense Voucher](#). The Travel Expense Voucher must be signed by the individual staff member, approved by the supervisor, and have appropriate budget coding indicated before moving forward.

General guidelines for travel are as follows:

- **Conference Registration-** Employees are encouraged to have the District pay the registration fee to the sponsoring organization directly by submitting a [Requisition Form](#) with all necessary information.
- **Lodging-** Employees are encouraged to have the District arrange and pay for all hotel arrangements and a [Requisition Form](#) must be submitted. However, the District is aware that in some instances it is unavoidable and an employee must pay for lodging expenses personally. In those cases, an itemized hotel bill listing daily charges must be submitted along with the [Travel Expense Voucher](#).
- **Air Travel-** The booking of air travel is to be arranged by the District and a [Requisition Form](#) must be submitted.
- **District-Owned Vehicles-** District vehicles are encouraged to be used whenever possible. Employees wishing to use a District-owned vehicle should contact the High School Athletic Secretary for availability and procedures. Mileage is not reimbursed for a District-owned vehicle. However, if the trip is far enough that refueling is necessary, the employee can submit original receipts with the [Travel Expense Voucher](#) for reimbursement.
- **Use of Personal Vehicle-** An employee may be reimbursed for the use of their personal vehicle while traveling for District business at the rate provided by the State Statute at the beginning of the current school fiscal year. When possible,

employees are encouraged to carpool. When carpooling, only the driver is eligible for reimbursement. Only business related mileage is eligible for reimbursement. Any miles of a personal nature, such as sight seeing, should not be included. Fuel receipts will not be reimbursed for personal vehicles. If travel is part of a trip outside of the district please submit mileage on the [Travel Expense Voucher](#). For routine travel within the district please use the [Mileage Reimbursement Form](#).

- **Rental Cars-** Rental cars should only be used when other means of local travel are not available, or are more costly. When a rental car is the only option, the most economical car should be rented. The original receipt of payment or car rental agreement must be provided with the [Travel Expense Voucher](#). Employees are encouraged to refuel the rental car before returning to avoid more expensive refueling charges. Fuel for rental cars should be paid for by the employee and an original receipt must be submitted with the [Travel Expense Voucher](#).
- **Meals-** The following guidelines may be used to determine the maximum daily reimbursement for each meal: Breakfast- \$13, Lunch \$15, Dinner \$26. If meals are included in a Conference Registration they will not be reimbursed should the employee choose to eat elsewhere. Receipts should be *itemized* and should not include any other employees meals. The District will not reimburse employees for alcoholic beverages.

To avoid reimbursement delay due to misplaced or lost receipts, employees are encouraged to submit the [Travel Expense Voucher](#) and supporting receipts to their supervisor within 2 weeks of travel. Please staple all supporting documentation to the [Travel Expense Voucher](#).