

TRAVEL REIMBURSEMENT

Reimbursement for travel expenses applies to travel in two general areas as follows:

1. Travel within the city or environs resulting from the work schedule established by various supervisors which demands that staff members move from school to school or place to place to perform their duties. This is Policy G 218.
2. Travel resulting from attendance at professional meetings such as conventions or conferences generally held in other cities. Trips to other school systems to study programs are included. Any staff member engaging in approved professional travel should not be required to be “out of pocket” for any reasonable expense incurred while engaged in such travel.

The mode of transportation will be the most economical considering factors such as length of time away from work, etc.

Reimbursement will be allowed only for travel requested on proper forms and approved by the Superintendent of Schools or designee in advance.

The following are reimbursable:

1. Conference registration fees.
2. Transportation - If available and applicable, a corporation vehicle shall be utilized as the mode of travel for employees. When a corporation vehicle is not available and traveling by personal automobile a mileage form stating dates of travel, destination and odometer readings must be submitted. The employee may use Mapquest or other mapping service in place of an odometer reading. Reimbursement per mile shall be allowed at the Internal Revenue Service rate. Employees shall be allowed travel from home to point of destination, points within destination area and return home. Any employee not traveling by automobile, may upon reaching destination, lease an automobile if deemed necessary. Purpose of leasing automobile is to reduce taxi and related ground transportation costs. Employees are encouraged to share leased vehicle. Toll charges, garage and parking fees will also be reimbursed if proper documentation is provided.
3. Lodging – not to exceed single rate.
4. Meals – reimbursement will be made up to a maximum daily amount established by the business manager. Original receipts must be submitted for reimbursement. Gratuities are not to exceed 20% of the total bill. An exception to meal reimbursement would be if a grant specifically states meals are not reimbursable.

No alcoholic beverages or membership fees are reimbursable by the Board of School Trustees.

The Board of School Trustees delegates responsibility for implementation of this policy to the Superintendent of Schools. This responsibility includes approving all requests by employees to travel out of the corporation at Board of School Trustees' expenses provided such expenses are within the limits of the amount budgeted by the Board of School Trustees.

Criteria for Approval

The Superintendent or designee shall be guided by the following in authorizing leave and reimbursement for professional meetings:

1. The probable value to the school corporation.
2. The loss of instructional time to students.
3. The relevance of the meeting to the assignment of the applicant and to the current instructional emphasis of the school corporation.
4. Membership and leadership in the sponsoring organization.
5. Obtaining over the years as broad a representation among staff as practical.
6. The distance of the meeting and travel expense.

Any exceptions to this policy are subject to approval of the Superintendent.

Board Adopted: November 13, 1978

Board Revised: March 14, 1988;
July 11, 2005;
November 13, 2023