

STAFF TRAVEL CONFERENCE  
EXPENSE REIMBURSEMENT REGULATION

The school district shall reimburse school district employees actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts. The following rules shall guide the reimbursement of school-related travel expenses:

Transportation

- Travel shall be by the most reasonable and economical means available.
- If travel is by private automobile, mileage shall be reimbursed at the level fixed by the Internal Revenue Service for business travel and approved by the Board of Education. Parking and tolls will also be reimbursed. There will be no additional reimbursement for gasoline expenses.
- Air travel is allowed when determined by the Superintendent of Schools to be in the school district's best interest. Air travel shall be reimbursed at the lowest feasible fare available. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.
- Exceptions must be approved by the Superintendent of Schools.

Lodging

- District employees traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations in accordance with the guidelines then in effect by the U.S. General Services Administration.
- When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board of Education prior to the stay.

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be in accordance with the guidelines then in effect by the U. S. General Services Administration.

Personal Expenses

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.