

TRAVEL CARD PROCEDURES 2024-2025

District credit cards are used for approved overnight travel outside of the District.

ALLOWABLE ITEMS for credit card charges:

- Lodging (standard rooms only - conference rate when available, or least expensive room otherwise)
- Vehicle rentals, parking, shuttle service, ferry/bridge/freeway tolls, fuel (car rental ONLY - Economy car or smallest that fits the party size)
- Air travel (base/coach fares only). Any upgrades or changes to travel (additional days etc) are the responsibility of the employee and should be paid for on a personal card. If days are added to the trip and it increases what the airfare would have been, the employee reimburses the district for the difference in fares.
- Books, merchandise and/or supplies (prior approval by Administrator recommended)

NON-ALLOWABLE ITEMS (including but not limited to):

Meals – **PER DIEM ONLY** - They are not to be charged on a District card, but submitted through Skyward for reimbursement. Receipts are not required for per diem reimbursement.

- **Per diem rates: Breakfast \$18, Lunch \$20, Dinner \$36**
 - ✓ Gratuity and sales tax are **included** in the per diem amount
 - ✓ If meals are provided by the hotel or conference and you choose to eat elsewhere, this is considered a duplicate meal and cannot be charged to the district.
- Movie rentals
- Personal phone calls - including to your home
- Spouse/family expenses
- Expenses for non-district staff/guests
- Alcoholic beverages
- Snacks/coffee
- Any personal expenses
- Gas for a personal vehicle

Additional Requirements:

Detailed receipts are required for all transactions. The designated cardholder is responsible for obtaining and submitting all receipts to the site office professional.

Please sign for all transactions. If credit card receipts are misplaced or not obtained, it is the card user's responsibility to contact vendors to get duplicate copies and pay any copy costs.

If the credit card slip shows **only a total amount**, you must also request a **detail** slip from the vendor **showing each item purchased. The detail slip will also show the sales tax that the auditor requires.**