

Policy #9172-R

REGULATIONS FOR TRAVEL EXPENSE REIMBURSEMENT

The District shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with an approved attendance form. The following rules shall guide the reimbursement of school-related travel services:

Transportation

Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.

If travel is by private automobile, mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.

Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.

Air travel is only allowed when determined by the Board and the Superintendent to be in the District's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

Lodging

Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The District will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location.

When the rate is pre-determined by the organization sponsoring the event (such as a conference-designated hotel), the traveler shall secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. 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 (for members of the Board and the Superintendent and upon the recommendation of the Superintendent and approval by the Board of all others.

Meals

Reimbursable meal charges, including gratuities, for persons travel-related approved conferences shall not exceed \$100.00 per day. In order for reimbursement to occur, an itemized bill must be submitted along with a receipt for payment. If a person is paying for more than him/herself, a listing of all persons must appear on the receipt.

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REGULATIONS FOR TRAVEL EXPENSE REIMBURSEMENT (cont'd)

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 business.

October, 2005