

TRAVEL REIMBURSEMENT

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the accounts payable department. Out-of-state travel must be submitted for approval to the superintendent/designee at least six weeks prior to the planned travel.

The travel request must show meals, lodging, transportation, registration, and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement of Claims

Certified claims must be submitted to the district business office at least seven (7) days after last day of travel.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle. The report must show each point of departure and destination, including a Google Maps printout if outside of the district. The district mileage matrix should be utilized for in-district travel.

Hotel and Motel Expenses: Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge *when possible*. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will *note on the receipt* all other staff members who shared the room.

Airline Tickets: Use District Procurement Card for airline ticket(s) purchased. Printed confirmation that lists total cost is required.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Federal per diem rates	No receipt required
Airline, Train, Bus Fare	Coach rate/most economical	Paid via district procurement card
Uber/Taxi, Parking, Toll, Ferry		Receipt required
Mileage – personal car	<p>Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.</p> <p>Outside the district: Reimbursement allowed only in connection with an approved travel request. Reimbursement will be at the IRS/Government rate.</p> <p>Reimbursement for mileage starts from the district work location or claimant's home, whichever is closer to the final destination.</p> <p>Please note mileage is paid at current IRS allowable rate.</p>	

Non-reimbursable Expenses

The following expenses are not reimbursable:

- Alcoholic beverages, meals or snacks other than regular meals;
- Personal telephone calls, postage, and memberships;
- Mileage to and from home;
- Mileage for school levy promotions and other nonofficial school functions;
- Entertainment
- Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages; and
- Expenses incurred by non-employees traveling with the staff member, including room surcharges.

Day Travel

Reimbursement for meal expenses when no overnight travel is involved requires that the reimbursement amount be reported as part of the employee's taxable income. Travelers are eligible for taxable meal reimbursements on day trips when in **travel status at least eight (8) hours**. The traveler may not stop for a meal just to meet the eight (8) hour rule. Meal rates are based on per diem guidelines and meal periods and itemized receipts are required for reimbursement.

Associated Student Body Travel

Travel packet should be compiled to follow the district policy and procedure in regards to student travel and submitted and approved by the governing Student Council. Out-of-state and/or overnight student travel must be submitted for approval to the superintendent/designee at least six weeks prior to the planned travel.

Revised: July 11, 2022; October 16, 2024