

TRAVEL AND EXPENSES

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator and the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for dependent care expenses of any board member or employee regardless of whether the funding source is federal, state, or local funding.

Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Reimbursable expenses for District Travel may include airfare, mileage when the individual's own vehicle is utilized, taxi or limousine fare and a tip, bus or shuttle fare, subway fare, railroad fare, lodging, registration fees, and other miscellaneous expenses related to District Travel (hereinafter referred to as "Travel Expense"). Mileage reimbursements will not be paid to and from the local airport.

The District fully expects to reimburse those employees, provided the proper requisition, purchase order and encumbrance procedures have been followed prior to the expense being incurred. In order for an employee to be reimbursed for any such expenses, the employee shall submit to his or her direct supervisor or principal an employee expense form no later than the last day of the month following the month in which the expenditure was made. When overnight travel is required, the district will follow the U.S. General Services Administration (hereinafter referred to as "GSA") rates per diem for meals. If meals were provided as a part of the registration costs of a professional meeting, the claimant shall have the given amount deducted from any daily meal allowance.

Mileage will be paid only if a district vehicle is not available. A Transportation request must be filled out to check for vehicle availability. If a district vehicle is not available, the employee is required to obtain approval from the appropriate budget administrator to claim mileage. Once approved, the employee must fill out a requisition for a purchase order and follow encumbrance procedures prior to the mileage being incurred. Mileage expense will be reimbursed at the current IRS approved rate per mile when a personal vehicle is used.

In order to be reimbursed, claimants must submit itemized receipts for all travel related expenses other than meals and incidental expenses including but not limited to ground transportation, parking, etc.

The job related overnight travel request form and expense claim form for travel expenses are available in the finance office and on the district website. The forms will be completed and approved in the respective building and delivered to the finance office for payment.

**REFERENCE: 70 O.S. §5-117
2 C.F.R. 200.432 and 200.474**

CROSS-REFERENCE: Policy CFB, Activity Funds