

Travel
Reimbursement
Guidelines
for
Campbell County
School District No.1



Update as of January 20, 2025

TRAVEL REIMBURSEMENT GUIDELINES

for

Campbell County School District NO. 1

It is the responsibility of the District employee and their immediate administrator/supervisor to assure that all travel charged to Campbell County School District No. 1(District), regardless of the source of funds, is accomplished for the benefit of the District, is necessary, and such travel utilizes the most cost effective arrangements.

All necessary expenses incurred for goods and services purchased while traveling on official District business will be reimbursed up to but not exceeding the amount of the IRS-APPROVED TAX-FREE ALLOWANCES FOR TRAVEL. (See the current IRS per diem rates at the U.S. General Services Administration website, <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>).

TRAVEL

AUTOMOBILE

School District - District employees traveling by automobile are encouraged to utilize a District vehicle when one is available and if needed, to check out a District gas credit card.

Personal - A personal vehicle may be used if a District vehicle is unavailable.

Reminder: School District Credit Cards are never to be used for fueling personal vehicles.

Mandatory Professional Development

When using a personal vehicle for mandatory professional development, the employee will be reimbursed at the current mileage reimbursement rate approved by the School Board.

Mileage Reimbursement

The District will reimburse the employee on a per mile rate set by the School Board. This rate can never be greater than the mileage rate set by the IRS. **As of January 1, 2025, the mileage rate is \$0.70 cents per mile.**

The mileage claimed is not to exceed the mileage identified from the latest Rand McNally Road Atlas/Map Quest or the current mileage listing set by the District's Transportation Department, which can be found at the end of this document, starting on page 11.

The accounting staff will check mileage reimbursement requests against the Transportation Department's base mileage chart. If the number of miles on the reimbursement form exceeds the mileage on the base mileage chart, the mileage reimbursement request will be reduced. If additional mileage was required in order for the employee to complete District business, we will need an added memo from you and initialed or signed by your administrator/supervisor to this effect.

Non-Mandatory Professional Development

Using a personal vehicle for non-mandatory professional development, the employee will need to get prior administrator/supervisor approval on which one of the following reimbursement methods will be used.

TRAVEL

AUTOMOBILE

Non-Mandatory Professional Development (cont.)

Gas Reimbursement - for actual costs. *The initial fill up will not be reimbursed, only the gas purchases during the trip and the return fill up. The employee needs to show an initial fill-up receipt dated on the departure date or one day prior to departure for proof.*

or

Mileage Reimbursement - See above for guidelines.

Rental - Use of a rental car may be authorized by your Administrator/Supervisor only when it is essential to conduct District business. The employee is to make prior arrangements with the rental agency to ensure the most economical vehicle available. The District's current insurance policy covers rental cars as long as a District *employee is* driving.

Ride Services (Taxi, Uber, Lyft, Shuttles, Bus, Rail, etc) - basic ride services will be paid/reimbursed when needed for trips to/from: Airport to Lodging business, Lodging to Conference Venue and back. The District will not pay for upgraded priority services or cancellation fees. Required backup documentation is the vendor's generated itemized receipt showing a breakdown of all costs as well as pickup and drop off addresses.

Parking, Tolls - Services such as these will be reimbursed only from a vendor generated receipt.

COMMERCIAL AIRLINES

Reservations should be requested as far in advance as possible to aid the District in taking advantage of discounted air fares having an advance purchase requirement, or lesser fares that may become available through waiting list procedures. The District will not pay for any upgraded priority services. *The District will reimburse or pay for the first checked bag fee if a charge is assessed. Other baggage fees, or excess baggage fees, beyond the first bag, will not be reimbursed or paid for unless the employee can show the extra checked bags were for business purposes.*

MEALS & LODGING

NOTE: The District Administrator/Supervisor should not be allowing reimbursement for lodging/meals of employees when it would be more economical and advantageous to the District for them to return to Gillette/Wright.

Campbell County School District No. 1 is an agency of the State of Wyoming and is sales tax exempt in and by all Wyoming businesses by Wyoming State Statute 39-15-105 (a) (iv) (A). The District's Certificate of Exemption form is available online under the Accounting Department's Handouts & Forms page. When traveling in state, District employees are encouraged to use the different avenues available by the District in order for this tax exempt status to be honored.

Options include 1) District Purchasing Cards's, both individual issue and check out, 2) Vendor Travel Vouchers, and 3) prior planning in order to have a purchase order entered for lodging, a check printed during normal board check runs and ready for traveling employee's departure.

As per District Purchasing Regulation 3320-R, the District will not be reimbursing any employee for Wyoming State sales taxes paid for goods or services purchased, or on travel charges for District use.

MEALS

Non-Students

If an employee is unable to return to their home/school within one hour after the approximate meal time (12 noon/lunch or 7pm/dinner) the District employee may be reimbursed for or have the next meal charged to the District.

Actual meal expenses incurred will be reimbursed up to but not exceeding the dollar amount allotted for the area being traveled to for the Meals and Incidental Expenses (M&IE). The current IRS daily Standard meal rate is \$68 per full day, (Breakfast \$16; Lunch \$19; Dinner \$28 with an additional \$5 daily for incidental expenses) with first and last day (travel days) reduced to 75% of a full day rate, or \$51.00. Before traveling visit the U.S. General Services Administration website for current IRS per diem rates, <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>.

Vendor generated itemized receipts are required. The receipt must specify the vendor's name, address, date such goods were received and listing of items and prices totaling to amount charged.

Gratuities/Tipping

Reimbursement for gratuities is at the sole discretion of your Administrator/Supervisor and total meal costs should not exceed the IRS allowed Meals and Incidental Expenses' total meal allotment.

Reimbursement for gratuities listed on charge slips and meal receipts will be reimbursed up to but not exceeding 18% of the amount listed for the total cost of the meal items listed on the receipt; this amount is the total before any state sales tax or delivery/service fees have been added. NOTE: fees associated with the use of Meal ordering and or delivery App fees and are considered a part of the tip total. These fee amounts are to be subtracted from the calculated tip before listing the remaining amount for the tip. Cash gratuities left on tables are not reimbursable.

Additional Items not reimbursable

- Absolutely no alcoholic beverages are to be charged or reimbursed.
- Personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to the official business purpose of the travel are not to be charged or reimbursed (e.g., items such as ice cream treats, candy bars, gum, sunflower seeds, fountain drinks/bottle or cans of soda pop or, speciality coffee/drinks, whole pies/cakes, bottled water, independent dessert items without the purchase of a complete meal.)
- Optional banquet/meal or entertainment/social events that occur in conjunction with conferences/seminars are not reimbursable, nor should they be charged to a District charge card or paid for by a Purchase Order.
- The employee is responsible for any expenses caused by driver error pertaining to the use of either a personal, District or rental vehicle (e.g., towing charges due to parking violations, locksmith fees related to traveler locking keys inside vehicle, moving violation tickets.)

Students - Guidelines

A. Time Guidelines for Student Meals

If you cannot return to your home school within one hour after the approximate meal time (12 noon/lunch or 7pm/dinner) you should plan for the students to bring a carry-on meal of their own or feed the students at the District's expense according to meal guidelines.

B. Criteria for Student Meals at **District Expense**

1. For trips of 100 miles or less one way:

- a. If only one meal is required, it will be a carry-on meal provided by the student.
- b. If more than one meal is required, the first meal will be a sack lunch provided by the student, and the school will budget for all other necessary meals.

2. For trips over 100 miles one way:

- a. If only one meal is necessary, the school is to budget for it.
- b. If more than one meal is required because of the duration of the activity trip, the first meal will be a carry-on meal provided by the student, and the school will budget for the other necessary meals.

C. **Student Activity Meal Guidelines**

1. Number of meals per day - a maximum of three (3) meals per day at District expense is allowed for any one group (if an overnight trip).
2. Each meal purchased at the District expense may not exceed the following established guidelines for that meal.

Note: the total amount does not include the allowed max 18% gratuity on the cost of meal items.

Breakfast \$6.00 Lunch \$9.00 Dinner \$11.00

3. Coaches/sponsors do not need to budget the maximum amounts per meal for trips, but **the District wants each student to have a good, balanced meal for breakfast, lunch and dinner. Skipping meals to combine the meal allotments for a more expensive meal is not allowed.**

LODGING

When travel extends beyond one calendar day, the employee is eligible for reimbursement of lodging accommodations in moderately priced establishments, taking advantage of educational or governmental discounts when available. When lodging cannot be obtained in the area for the amount listed on the IRS-APPROVED TAX-FREE ALLOWANCE FOR TRAVEL sheet, prior administrative approval is required. (See the current IRS per diem rates at the U.S. General Services Administration website, <https://www.gsa.gov/travel/plan-book/per-diem-rates?gsaredirect=portalcategory>). **Direct bill lodging must have an assigned Purchase Order prior to event/stay.**

When making lodging arrangements employees are to inquire if the District's tax exempt status will be honored. Businesses outside the state of Wyoming are not required to honor the District's tax exempt status.

Call Wyoming lodging businesses directly for government discounts and Wyoming tax exemption. Never use services such as Orbits, Travelocity, Trivago, or web site reservations for any Wyoming lodging.

All lodging receipts must identify, vendor name and business address, room rates, number of occupants, name(s) of people using the lodging, and an itemization of each item charged to the occupant (giving date, item and amount charged).

If an employee makes lodging reservations and then fails to use the reservation and subsequently either the employee or the District is charged, it is considered the employee's responsibility to pay such charges, not the District. Any no show charges need to be explained on the invoice/receipt and signed off by their Supervisor.

Gratuities / Room Services / Phone / Laundry Services & Movies

No matter the fund source, items such as gratuities associated with Bell Hops/Porters, room service charges, phone & internet usage fees, laundry services and movies, are considered incidental expenses and will not be reimbursed nor are they to be charged to the District.

An employee who takes family members on a trip is responsible for **all expenses** incurred for the family members and the cost difference in room rates between a single and a double room rate. If this cost difference was billed to the District, it is the employee's responsibility to notify their Supervisor and reimburse this amount difference to the District within 5 working days after returning to Gillette/Wright.

OTHER EXPENSES / FEES

Phone - Personal phone calls are not reimbursable. If a call to a District work location is required, prior approval from your Administrator/Supervisor is needed.

Faxes - If a business fax is required, payment for actual costs incurred will be reimbursed with Administrator/Supervisor approval.

Internet - Internet fees will only be reimbursed if internet access is required in order for the employee to stay connected to the District during their trip. For these fees to be reimbursed specific authorization from the employee's immediate supervisor needs to be noted on the Pcard log or employee reimbursement form.

TRAVEL CASH ADVANCES

Travel Cash Advances are only allowed from (funds 21 or 80) student fund raising money. If the travel destination and the type of event warrants cash payments (for when a District's P-Card or District Travel Voucher may not be accepted) then a Travel Cash Advance check can be requested.

The Building Secretary will need to enter a Purchase Requisition using the District Employee responsible for the Travel Cash Advance at least three weeks prior to the known travel dates. A check will be written in the District Employees name and can be picked up in the Accounting Department. The District employee responsible will be given the check along with travel advance packet guidelines to be followed.

ADVANCED VENDOR PAYMENTS

Employees are encouraged to go through their Administrator/Supervisor to request advance payments directly to vendors when the amount for services can be identified. The two main types of advance vendor payments are for commercial airlines and lodging when dates and rates are known. For these types of advance payments the vendor needs to fax, to Accounting, a copy of the reservation confirmation sheet with pricing for our backup information.

Original receipts need to be either mailed from the lodging management or brought back to the Accounting department for warrant backup information.

CHECK OUT OF SCHOOL DISTRICT VISA PURCHASING CHARGE CARDS

There are a few VISA charge cards (P-cards) available for District employee travel use. Secondary Schools through their Activity Office (CCHS/TBHS/WJSH/SVJH/TSJH) for use by sports and activities coach/sponsor and from the Finance Department at the Educational Services Center for all other employee type travel.

To request a VISA charge card the employee needs to fill out and submit a *Credit Card Check Out Request* form as far in advance as possible. The VISA charge cards are limited in number and are on a first come first serve basis. *Credit Card Check Out Request* forms can be obtained from each school/building secretary or requested from the ESC Finance office.

When using a District issued P-Card, its use still is to be within the cost limits established in these guidelines. All receipts, signed use log, any reimbursements (Wyoming sales tax, tip overages, etc.) and the District issued P-card are to be returned to the issuing department the next business day upon returning to Gillette/Wright.

SUBMISSION OF TRAVEL CLAIMS TO THE ACCOUNTING OFFICE

Vendor Travel Voucher Form

Vendor Travel Voucher Forms may be obtained from the Accounting Department at the Educational Services Center or from most school/building secretaries. These forms are pre-numbered and the check out information is kept on file.

In state - Businesses are not obligated to accept a District Vendor Travel Voucher. Please check with the business manager prior to ordering to see if the voucher will be honored.

Out of State - Do not expect out of state businesses to accept a District Vendor Travel Voucher nor honor the District's Wyoming tax exempt status. **Please have other payment means with you.**

It is the responsibility of the employee to fill out the Vendor Travel Voucher Form legibly and accurately, prepared in ink and to have *all acceptable itemized receipts attached.*

It is the Administrator/Supervisor responsibility to see that all reimbursement requests are within the approved guidelines, assign the proper expenditure account code(s), sign and date the Voucher giving their approval for the payment/reimbursement.

Employee Travel Reimbursements

Please see your department/school secretary for Employee Travel Reimbursement instructions. Employees are required to have all acceptable itemized receipts prior to reimbursement requests.

It is the Administrator/Supervisor responsibility to see that all reimbursement requests are within the approved guidelines, assign the proper expenditure account code(s), before giving their approval for the reimbursement.

All reimbursement payments go through the normal board time lines and the Accounting Technician will deduct any amount that does not have proper receipts.

UNDERSTANDING PAY FOR TRAVEL TIME (per FLSA guidelines)

1. Generally, the time a nonexempt employee spends commuting from home to work is not considered working time and does not have to be paid.
2. If an employee is called into work for an emergency situation, travel from home to work is work time.
3. You must pay a nonexempt employee for all time spent traveling to a seminar, training session, or work assignment that lasts for a day. You must also pay for all time spent at the seminar, training session, or working. The employee is considered to be on a special assignment performed for the employer's benefit. (Example: If a nonexempt employee travels two hours to a seminar, attends the seminar for eight hours, and then drives home for two hours, you will have to pay for eight hours at the seminar and four hours of travel time.)
4. Time an employee spends traveling as part of his principal activity, such as travel from job site to job site during the workday is to be counted as hours worked.
5. Overnight travel: If a nonexempt employee travels to a seminar, training session, or work assignment and leaves the day before the seminar or work begins, you only have to pay for the travel time that cuts across (overlaps) the employee's regular workday. In this case, the employee is simply substituting travel for other work duties. Thus, if the employee normally works from 9 a.m. to 5 p.m., and leaves for the seminar at 4 p.m. and arrives at 9 p.m., you are only required to pay for one hour of travel time.

Travel time on non working days is also considered work time if conducted during normal work hours. For example, if the same employee travels on a Saturday, you must pay for any travel time between 9 a.m. to 5 p.m.. Again you may deduct normal meal periods from the travel time, as long as the employee does not perform work during the meal period.

Note, however, the apparent inconsistency in the FLSA regulations. Employees who travel on the same day they attend a seminar or perform work are paid for all the time spent traveling. At the same time, employees who travel on one day and attend the seminar or perform the work the next day are compensated only the time that cuts across their normal workday.

6. Travel time during non work hours may be considered work time that must be paid if the employee actually performs work while traveling.

FALSE CLAIMS IS A FELONY

Travelers are reminded that any misrepresentation in any amount constitutes a felony offense under W.S. 6-5-303. The Claimant attests to the validity of the claim when he signs the perjury statement on each voucher:

"I certify under a penalty of perjury and subject to the provisions of W.S. 6-5-303 and its penalties, that the foregoing claim is a true and just record of necessary expenses paid by me while on official School District business and for which I am legally entitled to reimbursement by the Campbell County School District. I do further certify that no part of the foregoing claim has been paid by the Campbell County School District or any other source."

CODE OF CONDUCT

Campbell County School District's reputation is built on what its people do every day. Our reputation was built on the honesty of thousands of people over the years, and we recognize that we can diminish that reputation in one single instant. High standards of ethical behavior makes good business sense. Your actions may enhance, maintain, or damage this standard we have developed. Therefore, we expect you to exercise the highest standard of ethics in all of your decisions that may impact Campbell County School District No.1.

USE OF DISTRICT PROPERTY

Employees need to use due diligence for the protection of any District property in their possession as to avoid loss from damage or theft.

VENDOR TRAVEL VOUCHER FORM

Campbell County School District No. 1
PO Box 3033 Gillette, WY 82717-3033

Fax (307) 682-6187



Phone (307) 682-5171

<p>Vendor Name _____ <small>To be filled in COMPLETELY by the Vendor</small></p> <p>Store Address _____ <small>To be filled in COMPLETELY by the Vendor</small></p> <p>City, State & Zip _____ <small>To be filled in COMPLETELY by the Vendor</small></p> <p>Phone () _____ - _____ <small>To be filled in COMPLETELY by the Vendor</small></p>	<p>Remit Information (if different from left)</p> <p>Vendor Name _____</p> <p>Address _____</p> <p>City, State & Zip _____</p> <p>Phone () _____ - _____ <small>(if different from left)</small></p>
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**** NOTE TO VENDOR & CCSD STAFF: CCSD IS TAX EXEMPT UNDER WYOMING STATE STATUTE 39-15-105 (a)(iv)(A)**

- Please see that this form is legible and accurate, prepared in ink and *all vendor generated itemized receipts* are attached.
- It is the responsibility of the employee to pay for incidentals: movies, personal phone charges, alcoholic and/or speciality beverages. *These types of charges are not to be included in the dollar amount being requested for payment on this form.*
- *After signing the vendor is to keep the first page of the goldenrod copy of this voucher until payment is received.*

TYPE OF SERVICE

Meals: (✓ one) # of _____ Total Costs _____

<input type="checkbox"/> Breakfast <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner	<input type="checkbox"/> Students <input type="checkbox"/> Staff <input type="checkbox"/> Others/Driver	_____ _____ _____
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* *Gratuity not to exceed 15%**
on meal & beverage costs only

Total for all above Meals (1) \$ _____

Lodging: # of _____ # of nights _____ Cost per Room _____ Total Costs _____

<input type="checkbox"/> Students <input type="checkbox"/> Staff <input type="checkbox"/> Others/Driver	_____ _____ _____	_____ _____ _____
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Total for all above Lodging (2) \$ _____

Registration Fees: # of _____ Total Costs _____

<input type="checkbox"/> Students <input type="checkbox"/> Staff <input type="checkbox"/> Others/Driver	_____ _____ _____	_____ _____ _____
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Total for all above Registration Fees (3) \$ _____

Miscellaneous: _____ Total Costs _____

Total for all above Miscellaneous (4) \$ _____

TOTAL VENDOR PAYMENT REQUEST \$ _____

△ VENDOR CERTIFICATION - "I certify under penalty of perjury and subject to the provisions of W.S. 6-5-3(b) and its penalties, that this voucher and the items therein are correct and just in all respects."

Signature of Claimant _____ Date ____/____/____

Remaining portion to be filled out by Campbell County School District No. 1

Person, Sponsor or Coach(es) _____	Detailed Description of Event Attended _____	Bus Driver Name _____
Date(s) Inclusive: ____/____/____ - ____/____/____	Location of Event: _____	Transportation Trip # _____
Payment Authorized by: _____	Transportation charges: _____	For Accounting use only:
Signature of the Administrator/Supervisor _____	Authorized by: _____	Warrant #: _____
Expenditure Acct # _____ \$ _____	Expenditure Acct # _____ \$ _____	Date: ____/____/____

Last copy(goldenrod) to vendor when services are received

(Distribution by Accounting of copies after processing: White - Accounting / Green - Accounting / Pink - School)

Campbell County School District Transportation Base Mileage Chart

From ESC/Transportation Dept to District Locations

Campbell County High School (North)	2.32
Thunder Basin High School	2.64
Wright Jr/Sr High	39.88
Westwood High School	0.35
Sage Valley Jr High	1.82
Twin Spruce Jr High	0.88
Buffalo Ridge Elementary	3.31
Conestoga Elementary	7.54
Cottonwood Elementary	40.30
Four-J Elementary	27.79
Hillcrest Elementary	2.21
Lakeview Elementary	1.96
Little Powder Elementary	47.48
Maintenance	1.92
Meadowlark Elementary	1.58
Paintbrush Elementary	1.89
Prairie Wind Elementary	2.01
Pronghorn Elementary	3.41
Rawhide Elementary	7.93
Recluse Elementary	35.58
Rozet Elementary	16.23
Sunflower Elementary	1.82
Wagonwheel Elementary	0.86
Four J to Wright Jr/Sr High	43

CAMPBELL COUNTY SCHOOL DISTRICT TRANSPORTATION**IN STATE**

Wyoming Cities	One Way	Round Trip
Afton	481	962
Aladdin	83	166
Basin	190	380
Buffalo	70	140
Casper	136	272
Cheyenne	242	484
Clearmont	70	140
Cody	250	500
Devils Tower	70	140
Douglas	113	226
Dubois	325	650
Evanston	461	922
Glenrock	143	286
Green River	376	752
Greybull	198	396
Hulett	75	150
Jackson	411	822
Kaycee	108	216
Kemmerer	423	846
Lander	272	544
Laramie	249	498
Little Powder	43	86
Lovell	203	406
Lusk	157	314
Mallo Camp	97	194
Midwest	89	178
Moorcroft	28	56

CAMPBELL COUNTY SCHOOL DISTRICT TRANSPORTATION		
Moran Jct.	381	762
Newcastle	76	152
Osage	64	128
Pinedale	408	816
Powell	226	452
Rawlins	247	494
Recluse	37	74
Riverton	243	486
Rock Springs	361	722
Rozet	15	30
Saratoga	283	566
Sheridan	103	206
Shoshoni	225	450
Sundance	61	122
Ten Sleep	105	210
Thermopolis	193	386
Torrington	208	416
Upton	50	100
Wheatland	173	346
Worland	160	320
Wright	40	80
Yellowstone	301	602
OUT OF STATE		
Montana Cities		
Billings	240	480
Broadus	86	172
Hardin	203	406
Miles City	165	330
South Dakota Cities		
Rapid City	145	290
Spearfish	100	200
Sturgis	120	240

CAMPBELL COUNTY SCHOOL DISTRICT TRANSPORTATION		
Missouri Cities		
Kansas City	1003	2006
Nebraska Cities		
Chadron	230	460
Scottsbluff	253	506
Colorado Cities		
Denver	350	700