

Liberty Union High School District

Administrative Regulation

Classification: Business

Policy No. **AR 3350**

Subject: Travel and Conference Expenses

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Effective 02/25/15

Revised

Purpose

This administrative regulation specifies procedures concerning district authorized travel and conference expenses. From time to time, it is necessary that employees travel in the course of their employment. Conferences, meetings and workshop attendance are encouraged to stimulate personal growth, to keep informed regarding current research and practices, to develop specialized skills, and to represent the district. Authorized travel is subject to advance approval by the Superintendent or designee. All out of state travel must be Board approved in advance.

Registration

Registrations should be approved and processed prior making other travel arrangements. All conference registrations must be approved by the responsible budget managers, and in most cases funded using a district purchase order or district credit card. If registrations must be processed as a reimbursement, the employee is responsible for securing the necessary approvals prior to completing the registration or incurring other travel related expenses. If pre-approval is not obtained, the employee may be personally responsible for all travel and conference related expenditures.

Meals

Alcohol purchases are not reimbursed.

When the employee incurs meal expenses for required trips less than 24 hours in duration, he/she may claim the maximum reimbursement amounts (shown below) and must provide itemized receipts.

Meal expense allowances for travel in excess of 24 hours will be paid at \$56.00 per day (per diem) beginning the first full day and may be requested in advance. If advance per diem is desired, the district Mileage/Expense Claim form must be utilized. Indicate advance per diem” in the “purpose” column of the form and also indicate the number of days and meals being requested. Other supporting documentation should also be attached such as conference/meeting registration or agendas. The request should be approved by the necessary budget manager(s) and submitted to the business office at least three weeks prior to the scheduled date of departure. If the employee does not travel at all or returns early after receiving a meal advance, the employee shall notify the business office and return advanced meal funds as appropriate. The daily per diem amount will be prorated for less than complete days.

Breakfast: \$10.00

Lunch: \$15.00

Dinner: \$31.00

Daily Meal Allowance: \$56.00

These meal allowances include tip. Any exceptions to the meal allowance amounts must be approved in advance by the employee’s supervisor and the business office. On those occasions when a meal is provided by the meeting or conference sponsor, the allowance for that meal will be subtracted from the daily meal allowance.

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Transportation

Private vehicle mileage will be reimbursed at the rates set by the Internal Revenue Service and shall not exceed the cost of airfare. When air travel is necessary, the employee will make travel arrangements as early as possible to avoid unnecessary premiums. The employee may request reimbursement for air fare prior to traveling if the transaction creates a financial hardship.

Necessary and economical ground transportation will be reimbursed when receipts are provided.

Lodging

When lodging is necessary, the employee will make travel arrangements as early as possible to avoid unnecessary premiums. In order to take advantage of available lodging discounts, employees are encouraged to utilize contracted hotels arranged by event sponsors whenever possible.

Miscellaneous

Tips and gratuities for customary and specified services are reimbursable up to a maximum of \$5.00 for each occurrence (except in the case of meals as the meal allowance includes the cost of tips). Tips and gratuities shall be listed separately when submitted for reimbursement. Receipts are not required for gratuities.

No reimbursement will be made for any personal service (telephone calls, movie rentals, or laundry, etc.). Internet access fees will be reimbursed if access is necessary for business purposes.

Processing Reimbursements and Advances

All travel and conference related reimbursements and advances shall be submitted using the district Mileage/Expense Claim Form. All necessary supporting documentation (i.e. conference registration, air fare quotes, receipts, proof of attendance, etc.) must be attached to the Mileage/Expense Claim Form as appropriate to substantiate the expenses being submitted.

If the employee receives travel expense advances for meals, etc., or receives reimbursement for air fare, etc. prior to traveling, the employee must produce verification of attendance (conference receipt, name badge, other receipts, etc.) to the business office within 30 days following the conference date. If verification is not provided, the advance/reimbursement amounts may be deducted from the employee's wages during the next regular payroll cycle.

All claims for conference expense reimbursement must be submitted within 30 days following the conference date. If claims are not submitted within 30 days, the claimed expenses may not be reimbursed to the employee. Claims must always be submitted not later than June 30th of the fiscal year in which the conference was attended.