CONNEAUT SCHOOL DISTRICT
DISTRICT ADMINISTRATION OFFICE

219 West School Drive
Linesville, Pennsylvania 16424
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PHONE (814)683-5900 – FAX (814)683-4127

SUPERINTENDENT'S REGULATION | POLICY 331
January 6, 2025

Definitions:
1. In-District Location: Any location within the attendance boundaries of Conneaut School District to which employees travel to conduct necessary business on behalf of the District.

2. Temporary Place of Business: A location outside of Conneaut School District's attendance boundaries to which employees travel to conduct necessary business on behalf of the District.

District Travel Reimbursement Procedures:
In-District Location
District employees may be reimbursed for mileage expenses incurred when traveling between two In-District Locations to carry out the duties of their position and/or to perform necessary District business.

Temporary Place of Business
Travel to locations outside of the District must be preapproved. Employees may be reimbursed for mileage expenses incurred between an In-District Location and a Temporary Place of Business to carry out the duties of their position and/or to perform necessary District business.

Only mileage between driven between In-District Locations and/or Temporary Places of Business are reimbursable; commuting expenses (mileage driven between home and work) are never reimbursable, with the following exception:

a. The District will reimburse mileage for the lesser of the following:
    i. Miles traveled from an employee's In-District Location to a Temporary Place of Business and back or
    ii. Miles traveled from an employer's home to the Temporary Place of Business and back.

Employees will be reimbursed at the current IRS standard mileage rate, unless otherwise specified as part of a negotiated agreement with a bargaining unit.

Limitations: All mileage reimbursements shall be limited to the direct travel distance between two locations.

a. If miles traveled deviates substantially from direct travel distance (as determined by MapQuest, Google Maps, etc.) due to unforeseen circumstances, a written explanation of additional miles traveled must be submitted with the reimbursement request.

Lodging expenses are limited to the rate of a mid-range hotel (max of $150.00) in the area of destination travel.

Meal expenses will be reimbursed for required and preapproved overnight travel only. The District's meal allowance is $60.00 per day, which is to include tips. The maximum meal allotment is as follows:

a. Breakfast: $12.00
b. Lunch: $18.00
c. Dinner: $30.00
d. There will be no reimbursement for snacks/incidentals.

Breakfast expenses will not be reimbursed for overnight travel if breakfast is included in the cost of the hotel.

If attending a conference, meals will not be reimbursed if meals are included in the conference itinerary. The appropriate itinerary must be attached to the reimbursement request associated with conference travel.

Meals eligible for reimbursement (for overnight travel) are based on required travel times:

Meal Type	Depart Before	Return After
Breakfast	7:30 a.m.	
Lunch	11:00 a.m.	1:00 p.m.
Dinner	4:00 p.m.	6:00 p.m.

Tips will be reimbursed at a 15% rate. Tips will not be reimbursed for fast food restaurants (McDonald's, Sheetz, Panera, etc.).

There will be no advancement of funds for District employee travel.

Employees traveling on behalf of the District and performing approved District business will be reimbursed for reasonable actual and necessary expenses only (i.e., mileage and/or transportation costs, lodging expenses, meal expenses, and registration costs).

Reimbursement for actual and necessary expenses for travel to Temporary Places of Business will be limited to the expenses preapproved by the District's Board of Education.

Job-related travel expense reimbursements are to be exact; they are never to be rounded (to include mileage).

Reimbursement requests must be submitted to the Business Office on a Conneaut School District Expense Statement and include the signature of the traveler, the signature of the traveler's direct supervisor, as well as the following information:

a. Mileage reimbursement: date traveled; origination, destination, and return locations; number of miles traveled, daily and total cost of miles traveled
b. Meals, lodging, registration, tolls etc. reimbursement: Original, itemized receipts from restaurant, hotel, or other appropriate venue. Credit card receipts and/or copies of receipts will not be accepted; failure to submit original, itemized receipts will make the expense a personal expense.
    i. Meal receipts must clearly be marked "breakfast," "lunch," or "dinner."

Receipts may not be shared – each individual traveler must request his/her own receipts for reimbursement.

Expense reimbursements must be submitted to the Business Office on a fully completed Conneaut School District Expense Statement within 30 calendar days of the date the expense was incurred. Per Federal tax regulations, expense claims submitted after 60 days will either not be reimbursed or reported as taxable income to the employee, and appropriate Federal, State, FICA, and Medicare taxes will be deducted from a subsequent paycheck.

Non-Reimbursable Expenses (applicable to In-District Locations and Temporary Places of Business):

1. Liquor/Alcoholic beverages
2. Spouse or guest travel
3. Parking tickets or traffic violations
4. Parking for personal trips (sporting events, shopping malls, restaurants, etc.)
5. Additional mileage for personal trips (sporting events, sightseeing, shopping malls, etc.)
6. Personal telephone charges
7. Fitness and recreational fees (including massages and saunas)
8. Laundry and dry cleaning
9. In-room movies
10. Loss or theft of personal funds, personal property, or airline tickets

The guidelines provided in this policy do not address all possible circumstances. Additional limitations or allowances on travel expenditures may apply.