



District Travel Policy & Procedure

General Rule

- Travel must benefit the District and be cost-effective.
- Travel requires prior approval from a School or Department head and must be documented on a [Special Request for Payment & Approval of Travel Form](#). The Accounts Payable office and Executive Director of Budget & Finance will review all travel for reasonableness.
- Employees must complete a Special Request for Payment & Approval of Travel Form for all items.
- Board Members will have their travel approved by the board at a public meeting. They must complete a Special Request for Payment & Approval of Travel Form.
- Miles will be reimbursed at the [federal rate](#), and food and expenses will be paid according to the per diems identified on the [GSA webpage](#).
- **The Special Request for Payment and Approval of Travel Form must be submitted in advance. Payment for per diem and mileage reimbursement will be processed prior to travel.** Documentation to be submitted prior to travel includes:
 - (i.e., Agendas, hotel bookings, flight confirmation, DIA parking rates, etc.) and a signed Special Request for Payment & Approval of Travel Form.
 - Parking, Ubers/Lyft will be reimbursed to the traveler after travel commences with the required documentation. Taxis including Uber/Lyft shall only be used while out of state. Receipts must be provided to Accounts Payable after travel commences.
 - P-Cards **should only be used** for parking, flights, and lodging expenses. Meals will always be processed via Per Diem payment prior to travel.
- Travel cancellations should be reported to the School and Department heads within five (5) business days to ensure that traveler payments are reimbursed to the district.
- **Travel will not be reimbursed if a [Special Request for Payment & Approval of Travel Form](#) is not completed prior to travel taking place.**

Travel Expenses

- Travel Status: Defined as being away from home for work duties, requiring rest, and located **over 35 miles**, one way, **from the regular work location**.
- Expenses include commercial travel, meals, lodging, tips, registration fees, and incidental expenses directly related to travel. These are noted on the [GSA website](#) by location.

Definitions



- **Approving Authority:** Individual authorized to approve travel.
- **In-State Travel:** Within Colorado; requires prior authorization.
- **Out-of-State Travel:** Outside Colorado; requires prior approval and justification.

Travel Authorization

- **In-State:** Must have prior approval to be eligible for daily Per Diems per the [GSA website](#).
- **Out-of-State:** Requires submission of a Special Request for Payment & Approval of Travel Form.

Lodging, Meals & Incidentals

- Payment for lodging is capped at the lower of the actual cost or the maximum rate listed on the [GSA website](#).
 - For conferences, daily rates that exceed the GSA per diem limits are acceptable if they are based on the room rates secured by the conference host.
- Meal reimbursements follow standard per diem rates; receipts are not required. Specific guidelines exist for claiming meals based on travel times. A Conference Agenda and the Special Request for Payment & Approval of Travel Form must be submitted to ensure payment for Per Diem is accurate. Payment will be processed for the following:
 - **Overnight Travel:** When the traveler is away from home for one or more nights, and meals are not provided by the event or organization they are attending (e.g., conference meals, business meetings).
 - **Travel Exceeding a Specific Time Period:** In some cases, per diem for meals may be provided if travel extends beyond a certain number of hours (e.g., more than 12 hours), even if an overnight stay is not required.
 - **Meals Not Provided:** If meals are not included in the travel-related event (e.g., a conference or training where the host does not provide them), the per diem can cover the cost of meals.
 - **Partial Day Travel:** If travel begins early in the morning or ends late in the evening, per diem may be prorated for the meals associated with those periods.
- Incidentals are paid at the per diem rate noted on the [GSA website](#). Incidental expenses are not paid separately but are included in the meal per diem.
 - This includes tips, road tolls, etc.
- The General Services Administration (GSA) per diem rates in the United States are typically divided into three time periods to account for the payment of meals during travel: **Breakfast, Lunch, and Dinner**. The rates vary depending on the location and the specific time of day. Here is how the times are generally broken down:
 1. **Breakfast:**
 - Typically, this applies to meals between **5:00 AM** and **9:00 AM**.
 2. **Lunch:**
 - Typically, this applies to meals between **11:00 AM** and **2:00 PM**.



3. Dinner:

- Typically, this applies to meals between **4:00 PM** and **12:00 AM (midnight)**.

4. Meal Per Diems for single-day travel is not authorized.

Transportation

- Employees are reimbursed for the most economical transportation option. Personal mileage is paid at the [IRS standard rate](#). Receipts are required for non-prepaid expenses. Prior to travel, a Google Map printout must be provided with the Special Request for Payment & Approval of Travel Form.
- District-related travel by an employee's or Board member's personally owned vehicle must be approved prior to travel via the Special Request for Payment & Approval of Travel Form.

Airfare

- Employees should book airfare via a P-Card with someone in their school or department.
- Airfare must be booked at the lowest available fare at least 14 days in advance.
- Employees will not be reimbursed for baggage fees exceeding those included in the prepaid Economy fare. If a checked bag is necessary, the District will reimburse up to \$35.00 after travel has occurred, provided a receipt is submitted.
- If a traveler chooses to drive across state lines instead of flying, they will be reimbursed based on the cost of a comparable flight, not on a per-mile basis.

Other Allowable Expenses

- Includes taxi fares, Ubers, Lyfts while out of state. Receipts must be provided to Accounts Payable after travel commences.
- Parking fees and airport parking are limited to the East and West Economy Lots or comparable lots and may not exceed \$20 per day. Travelers will not be reimbursed for anything more than the daily rate noted.
- Registration fees, and necessary business expenses, **all requiring receipts**.
- Lost receipts must be reviewed and approved by the Executive Director of Budget & Finance.

Non-Allowable Expenses

- This covers alcohol, personal items, entertainment, traffic tickets, certain insurance, and anything considered unreasonable.

Special Situations

- Travel for District business must be separate from personal business.
- The District does not reimburse costs for spouses or friends accompanying employees.
- Allowances for travel paid by non-district entities are permissible with prior approval from



the Executive Director of Budget & Finance.

Reimbursement Procedures

- Documentation to be submitted prior to travel includes:
 - (i.e., Agendas including name of conference, hotel bookings, flight confirmation, receipts for DIA with parking rates, etc.) and a signed Special Request for Payment & Approval of Travel Form.
 - A Purchase Order
 - Google Map for mileage reimbursement
 - Printed GSA rates page where travel is taking place at
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- **Payment for per diem and mileage will be processed prior to travel.**
- Parking and Uber/Lyft will be reimbursed to the traveler after travel commences with the required documentation.

This summary encapsulates key aspects of the travel procedures, focusing on eligibility, expense categories, and payment protocols.