Professional Travel Reimbursement Guidelines

Updated 7/1/2025.

*Reimbursement form (Expense Report) must be submitted within **30 days** of returning from professional development with **original itemized receipts**.*

** Late submissions may NOT be honored.*

To be eligible for travel reimbursement and per diem, employees must be traveling more than 100 miles one way from their work location for one day, or more than 60 miles one way for two or more days. Exceptions may be allowed as approved in advance by the Superintendent.

Transportation – The decision between air travel and private vehicle should be made using the least expensive option available. The district reimbursement will be limited to the lesser of the two options.

Air Travel - Air travel reimbursement is limited to "coach" or "economy" fares. Travel to and from airports may be by bus, taxi, or private vehicle (for which mileage will be paid); the **least costly option is required**. Receipts for such transportation costs, including airport or station parking, must be obtained, and the original receipt must be submitted.

1. Employees are to make their own travel arrangements *after receiving supervisor and/or budget approval.*

2. In order to secure reduced rate tickets, air travel arrangements should be made as far in advance as possible. Air travel tickets are often not refundable and only exchangeable by paying a penalty fee. Therefore, travelers must be careful to specify the dates and times correctly before tickets are purchased. Additionally, the district employee agreeing to travel via air agrees to assume the responsibility to reimburse the district for the cost of airfare should they cancel for any reason after the ticket is purchased. A check must be written by the responsible employee to ZCS within 30 days of the cancellation. In the circumstance where the flight is cancelled and the employee is unable to attend the flight rescheduled by the airline, the employee may potentially be responsible for the cost of the airfare if the airline gives the credit back to the passenger, rather than ZCS.

Private Vehicles – Private vehicles may be used for travel on district business. All mileage reimbursements must be made on the State Board of Accounts approved Mileage Claim Form. The claim form must be signed by your supervisor or building principal. To obtain a copy of the Mileage Claim Form contact Business Services. Reimbursement of mileage in your private vehicle is at the current IRS mileage rate at the time of travel. To

find out the mileage rate, please contact Business Services, or your building treasurer. Miles submitted should be accompanied by an odometer reading. Parking and tolls are permissible for reimbursement with original itemized receipts.

Lodging
Hotel Reservations – Every effort should be made to utilize cost effective hotel options. Reimbursement for lodging will be limited to the number of nights required to conduct the assigned district business, including adequate travel time to and from the conference or business location. For example, if a conference opens on Monday morning at 8:00am in Chicago, and closes on Thursday at noon, reimbursement would be paid for Sunday through Wednesday night. Itemized original receipts are required for reimbursement.

If a conference registration form indicated discounted lodging rates for conference attendees, the employee should obtain a room at the hotel/motel suggested given the rate is moderate. If the suggested hotel/motel is different from the conference site and does not provide transportation (such as a shuttle) between the sites, reasonable travel fees will be reimbursed with original itemized receipts. A copy of your registration form with the lodging rates must accompany your expense report.

Meals –

While traveling on pre-approved ZCS business, you are allowed a per diem amount to help defray the cost of meals and other incidental expenses while in that status. This per diem is tied to the standard Federal M&IE (Meals & Incidental Expenses) level and will fluctuate based on the federal approval. If you have questions about the reimbursement rate as of the date of your travel, please reach out to the building treasurer or the Business Services office.

The purchase of alcohol using your per diem is prohibited. All charges, taxes, and gratuities associated with the purchase of alcohol will be removed from the reimbursement. If the purchase of alcohol appears as part of a meal charged to the district credit card, expenses may not be reimbursed. Additional action may follow including, but not limited to, revocation of the district credit card.

Per diem must be claimed by submitting an expense report within 30 days of travel that includes the following items. Templates are available from the Business Services office and your building treasurer: Failure to submit within 30 days of travel may result in denial of your per diem request.

- Copies of itemized receipts
- Business purpose of the trip
- Date and place of the trip
- Receipts for lodging
- Account code for payment
- Two signatures: employee and their supervisor. If a budget line is being charged that is not represented by the supervisor, a third signature of the responsible department official will be required.

Per Diem Structure:

First and last day of travel: 75% of standard Federal M&IE rate
All other days in travel status: 100% of standard Federal M&IE rate
For 2025, the standard Federal M&IE rate is $68.

Example: Conference is Monday, 9am through Friday, 12pm.
ZCS may pay for the registration, hotel for Sunday through Thursday night, travel, and per diem. Per diem breaks down as:
Sunday $51
Monday through Thursday, $68/day for 4 days, $272 total
Friday $51
Per diem total: $374

Permissible Expenses	Excluded Expenses
Accommodations • Room and Tax only. Incidental charges are the responsibility of the employee	• Movies • Personal telephone calls • Extra room charges associated with additional guests in the room
Mileage • The miles submitted should be the lesser of the distance from actual starting point (work or home) to the destination • Miles must be submitted with odometer readings per State Board of Accounts guidelines	• Gasoline unless travel is by rental car or school vehicle. • If more than one person rides in the same vehicle, only one mileage reimbursement is allowable.
Meals • One person may pay for for meals for all members of the group as long as all names are listed on the original itemized receipt. Individual per diems will be adjusted for any pre-paid meals. • Reasonable Gratuity (20% is ZCS standard)	• Alcohol and any tax or gratuity associated with the cost.
Parking, taxis, and tolls • Must have original itemized receipts for charges to be reimbursed	
Registration Fees • Registration fee for attendance at a pre-approved seminar or conference • Per Diem may be decreased if Conference meals are purchased and are NOT part of the regular registration	

Purchase of Conference Materials • The purchase of books and other on-site conference materials must be approved in advance • Must have original itemized receipts with no tax added	

Use of the Corporation Credit Card

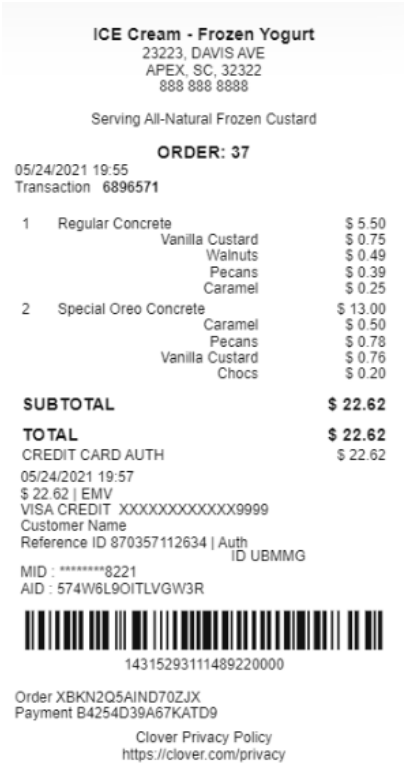
A corporation credit card may be used to book airline flights and hold hotel rooms. Please note that holding a room reservation on the corporation credit card does not mean the room will be charged to that credit card. Setting up billing for the room must occur separately from booking the reservation. It is the responsibility of the person traveling to ensure the method of payment for their hotel room is confirmed before leaving for their trip.
A corporation card may be available for you to check out for use during your travel. Please check with your building treasurer or the Business Services office.

Applicable Board Policies

This Travel Policy provides implementing administrative guidelines regarding travel and is provided to be consistent with the applicable portions of the following official policies of the Zionsville Community Schools' Board of School Trustees:

Policy 3243 – Professional Meetings
Policy 3440 – Professional Job-Related Expenses
Policy 4440 – Support Staff Job-Related Expenses
Policy 6423 – Use of Credit Cards
Policy 6470 – Payment of Claims

*Acceptable Itemized Receipt Example:



ICE Cream - Frozen Yogurt
23223, DAVIS AVE
APEX, SC, 32322
888 888 8888

Serving All-Natural Frozen Custard

ORDER: 37

05/24/2021 19:55
Transaction **6896571**

1	Regular Concrete	$ 5.50
	Vanilla Custard	$ 0.75
	Walnuts	$ 0.49
	Pecans	$ 0.39
	Caramel	$ 0.25
2	Special Oreo Concrete	$ 13.00
	Caramel	$ 0.50
	Pecans	$ 0.78
	Vanilla Custard	$ 0.76
	Chocs	$ 0.20

SUBTOTAL **$ 22.62**

TOTAL **$ 22.62**
CREDIT CARD AUTH $ 22.62

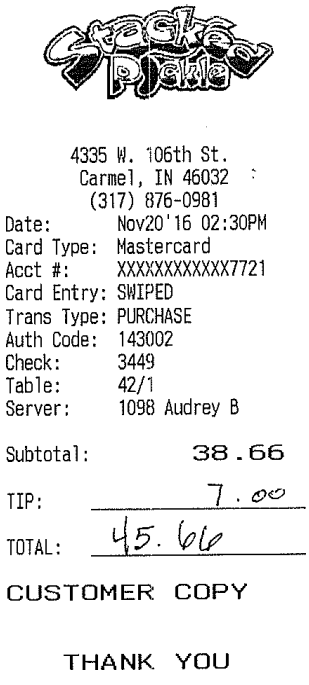
05/24/2021 19:57
$ 22.62 | EMV
VISA CREDIT XXXXXXXXXXXX9999
Customer Name
Reference ID 870357112634 | Auth ID UBMMG
MID : ********8221
AID : 574W6L9OITLVGW3R

14315293111489220000

Order XBKN2Q5AIND70ZJX
Payment B4254D39A67KATD9

Clover Privacy Policy
https://clover.com/privacy

*Unacceptable Receipt Example:



4335 W. 106th St.
Carmel, IN 46032
(317) 876-0981

Date: Nov20'16 02:30PM
Card Type: Mastercard
Acct #: XXXXXXXXXXXX7721
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 143002
Check: 3449
Table: 42/1
Server: 1098 Audrey B

Subtotal: 38.66

TIP: 7.00

TOTAL: 45.66

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THANK YOU

100 mile radius = red circle Travel status granted for daily travel
60 miles radius = dark circle Travel status granted for two or more consecutive days travel