

Reimbursement for Travel Expense

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent or designee for approval.

Travel requests shall include meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

REIMBURSABLE EXPENSES

LODGING: Actual expenses for lodging at the government rate for a standard room where such rates are offered, up to the maximum amount allowed, will be reimbursed as evidenced by a receipt. (Lodging and set per-meal amounts are provided by the IRS, Publication 1542.) When it is determined that lodging cost will be greater than the maximum lodging amount, the employee must submit a requisition for prior approval to the superintendent or director. Employees are required to share accommodations whenever feasible and appropriate. After approval, the business office (or building secretary) will issue a purchase order to the hotel/motel and provide the employee with a copy, which should be hand-carried to the hotel/motel. The establishment will then direct bill the District. The District credit card may be used if the hotel/motel will not accept a P.O. (See Ephrata School District Board Policy 6212.) Purchase orders are issued for the room rate and parking only. All incidental expenses must be paid to the hotel by the employee. If these expenses are for official business, they may be claimed for reimbursement on a Travel Expense Voucher.

Spouses may accompany employees traveling on official business. The District will not reimburse for any additional costs. When accompanied by a spouse, the employee shall determine the single rate for lodging and record it on the lodging receipt, or obtain a separate receipt.

Meals must qualify as non-taxable by the Internal Revenue Services under one of the following:

Meals:

1. Meals will be reimbursed according to U.S. General Services Administration (GSA) www.gsa.gov per diem rates.
2. Employee must be away from the district for four (4) or more hours to qualify for meal per diem.
3. Meal reimbursement is based upon the following guidelines.
 - Breakfast – Breakfast will not be reimbursed the first day of travel or when travel away from the district occurs in a single day. If an employee is traveling away from the district overnight, they will be reimbursed for incurred breakfast expenses for all days following the first day.
 - Lunch – If an employee is traveling away from the district during the hours of 12:00 – 1:00 pm, they will be reimbursed for incurred lunch expenses.
 - Dinner – If an employee is traveling away from the district during the hours of 6:00 – 7:00 pm, they will be reimbursed for incurred dinner expenses.
4. Employees will not be required to provide a receipt but, when applicable (i.e. a conference, training, hotel, etc.), will be required to provide proof that the meal they are seeking reimbursement for was not provided.
5. Per diem allowance is based on per meal and includes tax and gratuity.
6. Employee must certify:
 - a. They actually incurred an out-of-pocket expense.
 - i. Choosing an out of pocket expense when a meal is provided will not be reimbursed.
 - ii. Employee was in travel status during the entire meal period.

MILEAGE: Inside the district: Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination. This report must be submitted to the district business office by the first day of the month. Payment will occur through the district's accounts payable system.

Outside the District: Reimbursement allowed only in connection with an approved travel request. Reimbursement shall be at the rate set by the superintendent. Use of a private vehicle must have prior approval by the superintendent or director. If more than one staff member is attending the meeting/event, car pooling (one vehicle per every four people) is required to eliminate the expense of multiple people driving.

Taxi, Parking, Toll: Reimbursement allowed for these expenses with receipt.

ALL OTHER EXPENSES: All expenses to be reimbursed, except the above mileage reimbursement, must be reported on the Expense Report (Form 302) with any required receipts, as described previously. Payment will occur through the district's accounts payable system.

The Expense Report must be submitted to the district business office within 5 business days after returning to the district.

A separate expense report is to be submitted for each trip for which reimbursement is being requested.

NON-REIMBURSABLE EXPENSES

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other non-official school functions.
- F. Entertainment.