

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

TRAVEL
AUTHORIZATION
AND PLANNING

Each District employee who is authorized to travel assumes responsibility to limit travel expense claims to costs incurred on travel that is clearly for the purpose of discharging essential official business of the District. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

Administrators who are responsible for authorizing travel plans have the additional responsibility of limiting travel to trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

Employees must secure written approval for travel on the appropriate District form.

TRAVEL EXPENSE
REIMBURSEMENT

Employee expenses associated with authorized trips will be reimbursed in accordance with the following allowances.

HOTEL

The full cost of the hotel room will be reimbursed if the employee's supervisor approved the expense prior to travel, provided that the employee's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. The District will not pay for room service, movies, personal telephone calls, or other types of personal services.

The District will not pay the travel expense of spouses and other persons who have no responsibilities or duties to perform for the District when they accompany a District employee.

PROHIBITED

Trips funded in part or in whole by any vendor shall be prohibited.

PER DIEM PER
MEALS

The applicable GSA rate per day will be paid per day to cover meal expenses when authorized travel is not related to a state or federal grant. No receipts will be required.

PER DIEM – OUT-
OF-STATE

Board: Per diem to a maximum amount equal to two and one half times the amount of regular per diem.

Superintendent: Per diem equal to two and one half times the amount of regular per diem.

Travel with Board Member or Superintendent: Per diem amount equal to two and one half times the amount of regular per diem. This travel must state that the travel was with the Board member or Superintendent as approved by the Superintendent.

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MEAL REIMBURSEMENT FOR NON-OVERNIGHT TRAVEL	Staff may be reimbursed for approved, necessary, and reasonable meal expenditures incurred in connection with approved travel or school-related business on behalf of the District. Business meals are those taken with non-District professionals to discuss school-related business.
REGISTRATION FEES	To receive reimbursement for out-of-pocket registration fees, the employee must submit a "paid" bill or receipt from the meeting sponsor that includes the date and amount paid by the employee. Reimbursement will not include membership fees in a professional organization.
PUBLIC TRANSPORTATION	<p>Actual costs for public transportation will be reimbursed. Receipts for public transportation must be attached to the employee's request for reimbursement.</p> <p>Taxi cab expenses will be reimbursed at actual cost. To the extent possible, employees must attach receipts for any taxi expenses.</p>
PRIVATE TRANSPORTATION	<p>Car rentals will be reimbursed at actual cost. Receipts for car rental costs must be attached to the employee's request for reimbursement. A detailed justification for the car rental must be attached to the request for reimbursement.</p> <p>Travel in the employee's private vehicle will be reimbursed at the <u>current IRS rate</u> per mile. Mileage claims will be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted, as well as documented incidental travel in the destination city.</p>
DISTRICT VEHICLES	An employee who travels in a District vehicle will follow administrative guidelines for using the vehicle, mileage claims, and gas usage.
PARKING FEES	An employee who drives a vehicle to a meeting and is required to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.
REIMBURSEMENT DEADLINE	The District will make reimbursement for properly documented expenses only if the request for reimbursement is submitted to the business office on the appropriate forms, with any necessary receipts attached.
ADVANCED TRAVEL FUNDS	<p>If an employee needs travel funds issued in advance, the following procedures will apply:</p> <ol style="list-style-type: none">1. The employee must submit a purchase requisition, approved by all necessary parties, to the business office no later than 14 working days and no less than ten (10) working days prior to funds advanced.2. Not later than 10 days after the trip, the employee must attach all bills and receipts to the travel reimbursement request and submit

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the form, with any unexpended funds, to the administrator who approved the advance. Failure to file timely travel reports may require the employee pay taxes on the amount of the advance.

3. Administrators will immediately review the travel report, sign the travel reimbursement form, and forward the report to the Superintendent or designee.