

KALAMAZOO PUBLIC SCHOOLS
TRAVEL EXPENDITURE PROCEDURES FOR STAFF DEVELOPMENT
August 1, 2024
PREPLANNING

The staff member shall receive approval from their supervisor for the travel in advance. Information provided to their supervisor should include:

- The name of the conference or meeting, date(s) and overall time necessary to attend the conference or meeting. Allowable business travel dates should only be one day before and one day after the conference if extended travel time is required due to location of the conference.
- The nature of the program. Provide a copy of the program when possible.
- A determination of others in the district with which transportation can be shared.
- An estimate of the expense for travel, lodging and fees along with housing information related to the conference or meeting.
- The account number the expenses are to be charged.

Upon approval, the staff member will enter the request for the time off in Employee Access.

The district will pay employees for conference meals and incidentals based on the federal per diem rate for the location of the conference. A "Per Diem Request Form" must be completed by the staff member and approved by the supervisor prior to attending the conference. There is no per diem payment or meal reimbursement for one day trips. This form should be submitted to Accounts Payable at least two weeks prior to the conference.

To complete the Per Diem Request Form, follow the following steps:

- Determine the location where you will be working while on official travel.
- Look up the location-specific information at www.gsa.gov/perdiem
- On the results page, click Meals & Incidentals (M&IE Rates)
- Find the row for your specific location and note the amount listed for M&IE, breakfast, lunch, dinner, incidentals, and first and last day of travel.

M&IE Breakdown (Sample)

M&IE Total¹	Continental Breakfast/ Breakfast²	Lunch²	Dinner²	Incidental Expenses	First & Last Day of Travel³
\$59	\$13	\$15	\$26	\$5	\$44.25
\$64	\$14	\$16	\$29	\$5	\$48.00
\$69	\$16	\$17	\$31	\$5	\$51.75
\$74	\$17	\$18	\$34	\$5	\$55.50
\$79	\$18	\$20	\$36	\$5	\$59.25

1. This column lists the full daily amount district employees receive for a single calendar day of travel when that day is neither the first nor last day of travel.
2. The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your per diem request. For example, if your trip includes meals that are already paid for by the district (such as a registration fee for a conference) you will need to deduct those amounts from your request.
3. This column lists the amount employees receive for the first and last calendar day of travel. The first and last day of travel is calculated at 75 percent.

Please note that incidentals do not include mileage, parking or rideshare services. These items can be reimbursed by completing a "Payment Request Form" or your district purchasing card and attaching itemized original receipts.

Lodging and conference fees should be paid prior to the conference using our district purchasing card or "Payment Request Form". This form should be submitted at least two weeks prior to the date required. Use of your personal credit card is discouraged. While some taxes must be paid at hotels, generally state sales tax is not charged when using a district check or purchasing card. Request tax exempt form from Accounts Payable 2 weeks prior to the trip.

Any meal and incidental expenses incurred by the staff member in excess of the per diem rate will not be reimbursed by the District. Incidental expenses are defined as fees and tips given to porters, baggage carriers, and hotel staff.

If the staff member does not attend the conference or attends only a portion of the conference, all (or a portion) of the per diem payment must be returned to the district.

REIMBURSABLE EXPENSES

- Actual cost for overnight accommodations at rates which are appropriate for the region. The room reserved should be the least expensive room at the time of the reservation. Every effort should be made to stay at or near the conference location so that rental cars or ground transportation are not needed.
- Transportation to and from the conference or meeting using the least expensive but feasible alternative. When a private vehicle is being used, staff members will be reimbursed at the IRS rate. Mileage is paid from the worksite to the conference unless the employee leaves for the conference from home and home is closer to the conference location than the worksite. A staff member should not request reimbursement for ground transportation in excess of the lowest cost of air fare. District staff should attempt to carpool with other personnel attending the same conference. Flights should be to the airport closest to the conference. Include mileage documentation such as google maps, mapquest, etc.

Individual conference costs such as registration fees and materials will be reimbursed based on actual receipts. We encourage the use of a district purchasing card to prepay registrations. Registration fees may also be prepaid by submitting a Payment Request Form with the registration information completed and attached to Accounts Payable.

- When requesting a district check to pay the registration, allow two weeks prior to the due date.
- Other necessary expenses which could include ride shares (airport to conference and conference to airport only), parking fees, tolls, one bag of luggage when flying, etc.
- Michigan sales tax will not be reimbursed.

This document is intended to provide district staff information regarding travel procedures and appropriate payments. If you have a circumstance that is not covered by this procedure, please contact the business office for assistance.

Student Travel Cost Payment/Reimbursement

When travel is necessary for student groups, it is sometimes necessary to provide food and/or lodging for students.

For one day trips, most food service needs can be provided by boxed lunches provided by the food service department. If it is necessary to provide a meal to students when traveling outside of the district, the staff member may use their district purchasing card or pay for the meal and submit the receipt for reimbursement.

For a required overnight trip, the Travel Expenditure Procedures for Staff Development should be followed. Hotel cost should be paid in advance with a district check or by utilizing the staff member's purchasing card. For meals, a per diem request should be sent to accounts payable at least two weeks in advance. If multiple students are attending, include a list with the names of all students. The per diem payment will be provided to the staff member responsible for the trip. For mileage, the staff member will be paid at the IRS rate when utilizing their personal vehicle. If a district van is utilized, gas purchases will be reimbursed. An itemized receipt must be submitted for payment.

If you have a circumstance that is not covered by this procedure, please contact the business office, at least two weeks prior to the trip, for assistance.

2/15/2023