TRAVEL EXPENSES

Use of Credit Cards
Please see *School Board Policy F150* and *Administrative Guideline F150-R.*

Reimbursable Expenses
Actual, reasonable expenses will be reimbursed subject to the limits set forth in these guidelines.

A. **Personal automobiles**

Personal vehicle travel shall be reimbursed at the IRS rate in effect at the time of travel (see IRS Standard Mileage Rates). Bluffton-Harrison Metropolitan School District ("District" or "BHMSD") utilizes the IRS standard reimbursement rate for personal auto use, for fuel, insurance, depreciation, and any other costs of usage. Parking and tolls should be itemized separately and receipts should be included. For two or more persons traveling in the same vehicle, only one person will be reimbursed. Reimbursement requests should be submitted to the Business Department using a Mileage Reimbursement Form and an Accounts Payable Voucher.

Automobile insurance is required if driving a personal vehicle on District business. An employee involved in an auto accident while on District business and driving their own car is covered by their own automobile policy for damage to the vehicle and property. An employee involved in an auto accident while on District business must notify the Superintendent or designee within 24 hours of the accident, in addition to notifying their insurance company.

B. **Rental cars**

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. All Liability and Physical Damage coverage should be declined when renting a car in the name of the District. BHMSD maintains comprehensive collision and liability insurance on all vehicles rented or leased for official business. It is mandatory to enter "[Bluffton-Harrison Metropolitan School District]" as well as the individual's name on the rental forms. If a rented vehicle is involved in an accident, the employee must notify the Superintendent or designee within 24 hours of the accident, in addition to notifying the car rental agency. Reimbursable costs include the daily rental fee, gasoline charges, parking and tolls.

Travelers should refill gas tanks before returning the vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the

vehicle to the renting location. Compare the cost of air travel versus driving and drop charges.

C. **Rideshare Bus, Train, and Taxi, Services**

A receipt should be requested to document these expenses. Indicate on the receipt the starting and ending point for the trip and a brief description of the purpose of the trip. Limousine service (including to and from airports) should only be used when given prior written approval by the Business Department. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs.

D. **Commercial Air Travel**

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler. All District approved travel will be at the most economical rates. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs. Air carrier selection cannot be biased by a traveler's frequent flyer program membership status. Long term airport parking may be subject to reimbursement. Submit an itemized receipt for airline tickets to the Corporation Treasurer.

Any increase in fares due to extension of a trip for personal reasons should be reimbursed to the District or excluded when requesting reimbursement.

E. **Lodging**

Reimbursable lodging will be limited to a single room rate (for individual travelers) plus tax. Travelers are expected to choose the most economic room rate that realistically meets needs. Hotel rooms should not be reserved until the rates have been approved by the Business Department.

Original itemized hotel receipts are required for reimbursement.

F. **Conference Registration**

The payment of conference registration fees by BHMSD requires either an official invoice or receipts/proof of payment.

G. **Meals and Incidentals**

The District will reimburse expenses associated with meals, including reasonable tips, approved in advance of the travel. Expenses not approved in advance will be the responsibility of the employee. If properly receipted, expenses for meals associated with

the professional leave not included in the basic registration rate will be reimbursed as follows:

- Breakfast - $15.00
- Lunch - $20.00
- Dinner - $25.00

Similarly, receipts for alcoholic beverages will not be reimbursed and will be the responsibility of the employee.

Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to:

- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee), including in-room hotel services that are not necessary for business purposes
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for District travel
- Spouse or other family member expenses
- Commuting costs between home and the District
- Laundry service (unless the trip is longer than 5 days)
- Alcoholic beverages
- Expenses paid by cash without a receipt/invoice

Bluffton-Harrison Metropolitan School District

Adopted: March 17, 2025

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