

## Procedure -- Reimbursement for Travel Expenses

### Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must be approved by the superintendent.

The travel request must show 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.

### Reimbursement of Claims

Claims must be submitted to the district business office within 10 business days following completion of travel.

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.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Meals are per meal and not per day. Meal reimbursement is only available for overnight trips. Meals are reimbursable starting with lunch on first day of travel, if there is a morning departure. If departure is after noon, the first reimbursable meal is dinner. Unless an employee is in another city during traditional lunch or dinner time on the final day of travel, no reimbursement for that meal will be allowed.

### Reimbursable Expenses

Lodging	Reasonable Rates	Itemized receipt required
Meals	State Per Diem	Receipt required
Airline, Train, Bus Fare	Tourist Rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt required
Mileage — personal car	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.  Outside the District: Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel. Reimbursement will be at the rate paid to state staff.	

- A. **Hotel and Motel Expenses:** Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement will note on the receipt all other staff members who shared the room.
- B. **Airline Tickets:** Receipts for airline tickets will be reimbursed by the district.

### Travel Advances

- A. A written request for a travel advance must be submitted to the district fiscal officer that includes any agenda that outlines any meals being provided by the conference/workshop. It should also be

indicated the dates and times of departure and return.

- B. A travel advance will only be given if expenses will be more than \$200. Exceptions can be approved by the superintendent.
- C. Travel advances are paid in the form of a check payable to the staff member.
- D. A statement of expense that includes receipts must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members will reimburse the district for the difference.
- E. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

**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 nonofficial school functions;
- E. Entertainment;
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages; and
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
- H. Meals that are included in the cost of a hotel or conference/workshop.
- I. Snacks purchased between meals that are being reimbursed.