

Title: Travel Expense Reimbursement - Regulation

District personnel traveling on behalf of the District and performing approved school business will be reimbursed mileage for use of their personal vehicle and for other reasonable, actual and necessary expenses as applicable including, but not limited to, transportation, lodging and meal expenses. Any mileage paid will be calculated from the employee's regular work address to the traveled site. Travel allowance does not include travel to and from work and home. All travel costs either charged on a District purchasing card or submitted for reimbursement must include an itemized receipt showing the exact item(s) purchased. Travel or mileage reimbursement requests will not be paid if not submitted within 30 days of travel.

Travel Outside the District

In accordance with Internal Revenue Service (IRS) regulations, and the District's accountable reimbursement policies, reimbursement for reasonable, actual and necessary expenses will be allowed for travel outside the District only if the travel has been requested and approved by the District in advance. The request shall state the travel location, reason for the travel, items proposed to be paid for by the District and a cost estimate of the travel. The employee's immediate supervisor is authorized to approve travel.

Air Travel

Air travel is authorized for distances greater than 200 miles. Airfare is limited to coach class with the cost of one (1) checked luggage item.

Mileage

District staff traveling on behalf of the District and performing approved school business are encouraged to use a rental vehicle when traveling, if the vehicle rental and applicable fuel are less than the mileage multiplied by the allowed mileage rate. The District will not pay for the cost of vehicle insurance charged by the car rental agency as employees are covered under the District's liability policy when driving rental vehicles for District business. Car pooling is encouraged when possible.

Lodging

Employees are responsible for requesting government rates when booking a hotel room. Employees are not required to share a hotel room with another staff member, but if accompanied by an individual not authorized for travel by the district, only the single room rate will be reimbursed. Personal expenses such as alcohol, newspapers, periodicals, GPS devices,

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entertainment, personal telephone calls, dry cleaning, laundry, valet parking fees, snacks, or minor medical supplies will not be reimbursed.

Meals

Meal costs will be reimbursed at the lesser of actual cost or \$75 per day when traveling (including gratuities). Room service or delivery fees will not be reimbursed. Meal costs incurred for travel which does not include an overnight stay will not be reimbursed. If the conference offers a meal to participants, such as breakfast or lunch, no meal costs will be reimbursed if the employee chooses to eat elsewhere. Gratuities are limited to 20% before tax.

Registration Costs

Registration fees for conference attendance will be reimbursed. Sightseeing tours, excursions, or additional cost options are not allowed. Failure of an employee's full attendance at an event, conference, or training, may result in the notification of the employee's supervisor and the superintendent. Reimbursement of the employee's total expenses may be reduced.

Other

Airport limousine, shuttle, or taxi fees may be claimed for travel between the airport, hotel, restaurant, or meeting locations when traveling by air, and only upon presentation of proper and legible detailed receipts. Gratuities are limited to 20%.

Travel Within the District

District personnel required to travel in their personal vehicles between District buildings or to other approved locations to carry out the duties of their position shall be reimbursed at the standard mileage rate as stated in association contracts. The immediate supervisor shall approve travel for personnel within the District.

Certain District personnel are provided a travel allowance instead of mileage reimbursement for all job-related travel within a 30-mile radius of the Educational Service Center. The allowance is paid through the payroll system and is included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

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