

Napa Valley Unified School District

SEE REVERSE SIDE FOR INSTRUCTIONS

TRAVEL EXPENSE VOUCHER

Approved FORM 51 must be attached and each employee must submit a separate travel expense voucher

Name of Employee: _____	Work Location _____	Program (if applicable) _____
Employee's Street Address: _____	City _____	Destination of travel: _____

ACTUAL COSTS: (Itemize expenses by each day being claimed. Add amounts across to total columns.)

	DATE:							
	Depart Time	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM
	Arrival Time	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM	_____ AM or PM
	PO#	_____	_____	_____	_____	_____	_____	Total
REGISTRATION: (must provide registration information)	_____	_____	_____	_____	_____	_____	_____	_____
MEALS: (must provide itemized receipts)	_____	_____	_____	_____	_____	_____	_____	_____
LODGING: (must provide hotel reservation and detailed charges)	_____	_____	_____	_____	_____	_____	_____	_____
TRANSPORTATION: (must provide copy of Thompson Travel PO, Airfare itinerary if applicable)	_____	_____	_____	_____	_____	_____	_____	_____
Local Transportation: (taxi, bus, shuttle, etc.) (must provide itemized receipts)	_____	_____	_____	_____	_____	_____	_____	_____
PARKING: (must provide itemized receipts)	_____	_____	_____	_____	_____	_____	_____	_____
MILEAGE: number of miles	_____	_____	_____	_____	_____	_____	_____	Total \$ for Mileage
(must provide Google Maps, MapQuest or similar mileage log)	X rate: _____	_____	_____	_____	_____	_____	_____	_____
OTHER (explain):	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
COLUMN TOTAL	_____	_____	_____	_____	_____	_____	_____	_____

ACCOUNTING: TRAVEL AND CONFERENCE ACCOUNT NUMBER _____

Obj 5200 Conference Travel	AMOUNT OF ADVANCE RECEIVED: _____
Obj 5202 Interdistrict Mileage	_____
Obj 5203 Other Mileage	BALANCE: _____
Obj 5205 Out of State Travel	_____

I hereby certify that the above is a true statement of the travel and/or conference expenses incurred by me of the dates specified and includes only expenses directly connected with NVUSD.	Approvals: _____ _____ Administrator _____ Administrator
Employee's Signature: _____ Date: _____	

TRAVEL AND CONFERENCE EXPENSES

All reasonable expenses incurred by an employee on properly authorized travel should be reimbursed. General guidelines for payment or reimbursement of travel and conference expenses include the following:

1. All travel should be planned sufficiently in advance to allow adequate time for a written travel request to be properly prepared, addressing its purpose, expense estimate, scheduling, verification of funds available and proper signature approvals.

2. Good judgment should prevail as to the why, what, who, when and how of travel with the ultimate goal of achieving the overall lowest net financial cost consistent with its purpose, timing and scheduling.

3. A maximum ceiling for meals, mileage, etc., is established.

4. Tips and gratuities should be recognized as legitimate expenses in accordance with legal opinions.

5. Travel budgets should be equitably distributed on the basis of the nature of job requirements, broad and best interests of the district and should provide opportunities for as many different types of employees as possible.

Authorization For Travel

All travel expenses must be authorized before being incurred. Authorization for travel should be recorded on NVUSD FORM 51, "Request for Travel and Conference Expense Approval."

EACH EMPLOYEE SHOULD SUBMIT A FORM 51. THE EMPLOYEE MUST ATTACH A COPY OF THE CONFERENCE DESCRIPTION OR BROCHURE WITH THE FORM 51.

Any travel more than 75 miles from Napa or that involves a registration fee or other expenditures (excluding mileage) in excess of \$75 must be approved by one of the following:

- the Assistant Superintendent/Business Services,
- the Assistant Superintendent/Instructional Support Services,
- the Assistant Superintendent/Personnel Support Services,
- the Director of Elementary Education (K-8),
- the Director of Secondary Education,
- other district administrator as appropriate.

Authorization for travel to destinations within 75 miles of Napa and involving expenditures of less than \$75 (excluding mileage) shall be made by the appropriate principal, or the immediate supervisor in the case of non-school personnel.

All out of state travel must be approved by the Superintendent.

Due to budget limitations at a school or within a department, it may be necessary to authorize a lesser amount than actual expenses. In that case it should be indicated on the NVUSD FORM 51 under flat rate authorization.

Travel Advances

Travel advance requests should be filed at least a month in advance of the time the money is needed.

Travel advances should be requested on the "Request for Travel and Conference Expense Approval" NVUSD FORM 51. The amount of the advance should be deducted from the total claim on the Travel Expense Voucher, NVUSD FORM 10 filed to cover the trip. If the total documented claim is less than the sum advanced, the district is to be reimbursed for the overpayment within 15 days.

Reimbursement of Expenses

Reimbursement shall be obtained by filing, in triplicate, a NVUSD FORM 10, "Travel Expense Voucher," no later than 15 days after attending conference. A copy of the approved authorized NVUSD FORM 51 should be attached to Travel Expense Voucher. Reimbursement shall cover only expenses directly connected with the authorized activity involved.

Authorized Expenditures

Meal reimbursements will require original itemized receipts and will be reimbursed at the GSA Rate or actual cost whichever is lower.

1. Meals And Incidentals - The maximum reimbursement allowance for meals and incidentals shall be the rate established by the U.S. General Services Administration (GSA) For conferences that end before noon the maximum shall be 75 percent of the established rate.

A banquet breakfast, luncheon or dinner, which is an official part of a conference program and for which there is a prescribed fee, may exceed the daily meal allowance and shall be paid at actual cost with conference fees.

2. Lodging - Lodging shall not exceed the rate for single occupancy and should not exceed the established U.S. General Services Administration (GSA) rates. For approved conferences that book rooms at hotels that have a higher rate than the GSA rate, the Employee's supervisor may authorize reimbursement at the posted conference room rate. If the GSA rate is not available, the rate should be reasonable and equally comparable to other nearby conference location hotels. The GSA rates are available at: <http://www.gsa.gov/portal/category/100000> or by contacting fiscal services. Hotels that accept the GSA rates may be found at <http://www.hotelsplf.com/fpl/st5.htm> or by contacting fiscal services.

3. Transportation - If the same type of conference is offered in various locations, attendance shall be at the conference closest to the employee's home or work location. Economy, standard, tourist or coach airfare rates are allowed including necessary taxi and shuttle service fees. The option for use of a private vehicle is allowed except that the district shall make reimbursement for transportation resulting in the least cost to the district. Employees who receive a monthly mileage allotment will only be reimbursed for use of private vehicle Outside Of Napa County.

4. Registration - Registration fees are authorized.

5. Conference Fees - Conference fees for specific events are authorized except those that are essentially entertainment or non-business.

6. Telephone And Internet Access - Telephone or hotel internet access expenses are authorized for school business only and shall not to exceed \$10.00 per day.

Transportation

a. commercial carrier--airline, bus line, railroad, steamship, etc.;

b. local transportation--city buses, shuttle buses, streetcars, ferries, subways, monorails, taxis, limousines, courtesy vans and cars, rental cars, helicopters, etc.; and,

c. private modes--personal vehicles such as cars, vans, pick-ups, motor homes and so forth.

All types of transportation expenses reasonably incurred and supported by valid receipts should be reimbursed, including tolls on bridges, highways and tunnels, on an actual and necessary basis. Valid fares for ferries, taxis, limousines, etc., should be reimbursed at actual cost.

Expense Reimbursement - Transportation

(1) Reimbursable transportation expenses include all necessary official travel on railroads, airlines, ships, buses, private vehicles and other usual means of conveyance. Claims for reimbursement must be supported by ticket stubs or original receipts provided by the commercial carrier.

The expense of traveling by commercial carrier will be allowed on the basis of actual cost. All employees will be expected to use the most economical mode of transportation where practical and in the best interest of the district.

(2) Transportation to and from primary business location to the commercial carrier terminal, if by private vehicle, shall be reimbursed at the established mileage rate.

(3) Transportation to and from the commercial carrier terminal at the conference or meeting location to a hotel, by limousine, bus, taxi, or whatever is most practical under the circumstances, shall be reimbursed.

(4) Transportation by limousine, bus, taxi, or whatever is most practical to get from meeting to meeting or from hotel to meeting locations shall be reimbursed.

(5) When attending a conference or meeting to which the employee has traveled by commercial carrier, the employee may rent an automobile at the carrier terminal for local transportation when such has been authorized in advance. The cost of the car rental, which shall be the most economical available, including the daily charge for collision damage waiver, shall be reimbursed.

(6) District staff shall not pilot or charter personal or private aircraft, when traveling within the scope of their employment.

(7) Reimbursement for travel by private vehicle shall not exceed the lowest commercial air fare.

(8) Other transportation-related expenses which are directly associated with conference or meeting attendance and reasonably incurred shall be reimbursed. Allowable expenses include parking fees; bridge, highway, and tunnel tolls; and fares for streetcars, shuttles, ferries, taxis, buses, etc. All transportation-related expenses claimed shall be authenticated by valid original receipts.

(9) District vehicles are available to help fulfill the transportation needs of instructional, professional and instructional off-campus travel, subject to the following stipulations.

(a) Requests for use of district vehicles must be approved by the appropriate administrator. It is essential that the date, exact time of departure and return to the district be indicated on the request before it is submitted for approval.

(b) All drivers of district vehicles must be at least 21 years of age and have a valid California drivers license appropriate to the vehicle being driven.

(c) All drivers must carry appropriate liability insurance.

4. Use of a Private Car

Any employee who is required to travel off-campus in the performance of assigned duties may, upon the approval of the Supervisor or designated representative, be authorized to use a personal vehicle and receive reimbursement for business mileage accrued through such use. Business mileage is defined as mileage which an employee accrues in any single day on Napa Valley Unified School District business. Reimbursement for business mileage shall be at the standard IRS business mileage rate per mile and is subject to the following stipulations:

Expense Reimbursement - Private Car

a. Mileage shall be calculated as the distance from the employee's regular work location to his/her business destination(s) and return to his/her regular work location.

b. If the employee does not arrive at his/her regular work location prior to his/her business trip in any one day, he/she shall deduct from total accrued mileage:

(1) the distance from his/her home to the first business destination or

(2) the distance from his/her home to the regular work location, whichever is less.

c. If the employee proceeds from his/her last business destination directly to home, he/she shall deduct from total accrued mileage:

(1) the distance from his/her last destination to home or

(2) the distance from his/her regular work location to home, whichever is less.

d. If two or more employees share a vehicle, only one employee shall be reimbursed for mileage expense at the established business mileage rate.

e. Transportation-related expenses which are directly associated with business mileage and reasonably incurred shall be reimbursed. Allowable expenses include parking fees, bridges, highway and tunnel tolls when the employee is using his/her personal vehicle. Other allowable expenses, such as fares for streetcars, shuttles, ferries, taxis, helicopters and subways, shall be reimbursed when circumstances prohibit continuous use of the employee's personal vehicle beyond a certain point. All claimed transportation-related expenses shall be authenticated by submission of valid receipts.

f. Travel expenses shall not be accumulated over more than a three-month period.

5. Expense Reimbursement - Miscellaneous Expenses
Miscellaneous travel expenses essential to the transaction of official district business are reimbursable to the employee, when reasonably incurred and evidenced by submission of valid receipts. Allowable expenses include:

a. Minor supplies, conference materials, postage, and reproduction costs. (Note, these items must use a purchase order for reimbursement. Do not use FORM 10.)

b. Laundry and valet expenses shall be allowable when an employee's absence from regular service extends beyond three nights.

c. Porter service or incidentals will be allowed at no more than five

dollars per day.

d. Reimbursement for telephone and electronic communications expenses will be allowed only if incurred in conducting district business.

e. Expenses for non-district personnel must be justified in terms of direct benefit to Napa Valley Unified School District.

6. Non-reimbursable Expenses

Certain travel expenses are considered personal expenses and not essential to official business. Such non-reimbursable expenditures include:

a. Entertainment expense, radio or television rental and other items of similar nature.

b. Transportation to or from places of entertainment and similar facilities.

c. Conference-arranged leisure tours or personal side trip expenses.

d. Personal telephone calls.

e. Individual membership dues or fees.

f. Traffic or parking citations while using a private or district vehicle.

g. Expenses for spouses or dependents are not allowed.

7. Personnel Considerations

a. Salary Status During Travel

b. Leave of Absence During Travel

When leave of absence of any kind is taken by an employee while on travel status, the exact date and hour of departure and return to duty shall be shown on the reimbursement claim. No expense of any kind will be allowed for time on a leave of absence status.

c. Travel for Convenience of Employee

No reimbursement for lodging or subsistence shall be paid to an employee for extra travel time incurred if he/she travels to a destination for his/her own convenience in advance of the necessary time of arrival, nor shall he/she be paid for extra travel time if he/she remains at the destination following an official meeting or work assignment whenever it is for his/her own convenience.

d. Travel Insurance

Generally, travel insurance which is purchased by the individual is not a reimbursable expense.

e. Trip Report

Most travel/conference policies allow conference attendance on the basis that the attendance will enhance the programs and operations of the district. As an extension to that philosophy, the district would most benefit from individual participation if the individual shares the experience of the conference and travel. It is suggested that all conference attendees prepare and submit a narrative trip report to the appropriate area which summarizes, highlights and presents the information obtained at the conference.

f. Travel Bonuses Promotional Gifts

Commercial carriers have developed travel bonuses as promotional items. These bonuses go to the ticket holder. However, the district is the purchaser of the ticket and the employee is traveling for the benefit of the district. Most promotional programs do not allow corporate accumulation of mileage, therefore the bonus shall accrue to the employee.

g. Travel Bonuses For Overbooking/Canceled Flights

Commercial carriers have developed travel bonuses for consideration of overbooking or canceled flights. Again, the bonus shall accrue to the employee.

Visit: <http://www.gsa.gov/portal/category/100000> for current mileage and per diem rates.

Regulation NAPA VALLEY UNIFIED SCHOOL DISTRICT
Approved: May 30, 2012 Napa, California