

The district will reimburse district employees reasonable travel expenses for travel required by the district to fulfill their job responsibilities, including attendance at conferences and workshops. Travel and the payment of expenses must be preapproved and related to the employee's job responsibilities. Unless the district is directly billed for the employee's travel expenses by a third party, the following rates and regulations will apply:

It is the responsibility of each employee to get to and from his/her workstation and no mileage allowance shall be paid for transportation to or from such work site. In the event in-district travel is required during the school day, contractual arrangements for compensation of such travel will be made.

Allowable Expenses

All reimbursable travel of Parma School District employees must have been properly authorized by the employee's immediate supervisor. The actual costs incurred must be essential in achieving the goals or fulfilling the responsibility of a particular department and conducted in the most economical and practical manner for the District.

Payment of travel expenses by the Parma School District is limited to costs authorized in this Travel Expense Reimbursement Policy, unless the Board of Trustees provides an exception.

Expenses Not Allowable

1. Expenses of a personal nature incurred for the convenience of the traveler including travel by indirect routes or stopovers for personal reasons; or leaving earlier or returning later than necessary on a trip.
 - a. An agency may reimburse an employee for travel expenses incurred during official travel which included a personal stopover to the extent the employee sufficiently documents that the cost of the entire trip (including transportation, lodging, per diem, miscellaneous expenses and compensatory time) is no more than the costs would have been without the personal stopover. Supporting schedules must be attached to the employee's travel expense voucher.
 - b. Extraordinary expenses due to unusual circumstances when deemed appropriate and necessary, may be approved by the Supervisor. Supporting documentation shall be attached to the travel expense voucher.
2. Expenses for travel between home and office or for other non-official purposes.
3. Expenses incurred by an employee while on leave.

Travel Route

Employees shall use the most practical mode of travel from the standpoint of time and expense. When unusual circumstances preclude adhering to this procedure, the Superintendent may allow an exception. Supporting documentation shall be attached to the travel expense voucher.

Public Transportation Travel

Reimbursement for travel by common carrier shall be limited to the lowest cost means of travel unless it is impractical or not available. When for personal reasons a traveler is authorized by the supervisor to use a private conveyance in lieu of common carrier, reimbursement will be limited to an amount for travel, meals, lodging and miscellaneous expenses equal to the amount which would have been incurred had the travel been by common carrier. Authorized travel time shall be limited to that which would have been allowed had the employee traveled by common carrier. Unless the supervisor specifically authorized a leave of absence, excess travel time incurred by the authorized use of a private conveyance for personal reasons during working hours shall be charged to the traveler's accrued leave.

1. All original receipts for travel by common carrier paid by an employee must be attached to the travel expense voucher. This includes the boarding fees at airports which are considered part of the airline ticket expense.
2. An explanation must be attached to the travel expense voucher when an employee is authorized to use a private conveyance in preference to the common carrier and is claiming an amount equivalent to the common carrier fare. The explanation must include destination, actual departure and return dates and hours which would have been incurred by the use of the common carrier.

Use of Privately Owned Automobile, Aircraft or Other Conveyance

The use of privately-owned automobiles, aircraft or other conveyances may be authorized whenever it is more practical or beneficial to the District's mission than transportation by common carrier. Privately-owned conveyances shall be covered by public liability and property damage insurance, pursuant to the Idaho Code.

The cost of transportation by private conveyance shall be paid at the rate set by the Mileage Expense Report.

Allowable in-state mileage shall be computed according to the latest mileage chart created by the District Office. Odometer readings are permissible only when destination is not listed

Automobile storage or parking fees will be an allowable expense when necessary to protect District or private property, or for other reasons is advantageous for the District.

Receipts for storage or long term parking fees must be attached to the travel expense voucher for reimbursement.

Vehicle Rentals

Automobile rental may be authorized by the supervisor when the use of such conveyance is the most economical and practical means of transportation, necessary to accomplish the District's mission.

The most economical and practical rental equipment available will be used. Receipts for vehicle rental paid by the traveler must be attached to the travel expense voucher for reimbursement.

TRUSTEES:

If a trustee is required to travel outside the district to fulfill his/her responsibilities as a trustee, reimbursement of travel expenses will be paid consistent with those allowed for district employees.

Lodging Expenses

The actual cost of lodging plus applicable tax will be reimbursed to the traveler. Lodging costs may be direct-billed to the District with prior approval from the supervisor.

1. Original receipts for all lodging must be attached to the travel expense voucher for reimbursement. Any exception to this procedure must have supporting documentation attached to the travel expense voucher.
2. At the time of making reservations or registering, employees shall identify themselves as District school employees and whenever possible, secure the accommodations at the government rate, if available.

Meal Expenses Not Allowable

Expenses for meals or lodging of employees shall not be allowed except as provided below:

An exception may be made when the supervisor determines that due to unusual circumstances it is in the best interest of the District that the employee not return home each night or these expenses are prepaid as part of a registration for a conference.

1. Any potential determination as to what comprises a “conference” or “convention” must meet certain criteria before any consideration of meals reimbursement will be made. Such criteria may include one or more of the following:
 - ◆ The function has participants from various locations
 - ◆ A registration fee is charged
 - ◆ It has a published agenda
 - ◆ Meal cost is included in the registration fee
 - ◆ Attendance is compulsory or voluntary as determined by the supervisor

Meal expense shall not be reimbursed when a clear distinction cannot be made by any agency’s documentation supporting what constitutes an official “conference” and/or “convention” using the criteria cited above.

2. Reimbursement for meals at the Parma School District is not allowable for informal meetings (i.e. over a casual breakfast, lunch or dinner) between staff members of a department. However, with superintendent’s approval, meals may be reimbursed where necessary to promote trade or commerce.

The Superintendent will interpret all meetings to be informal unless documented proof is submitted with the travel expense voucher showing otherwise. All meals qualifying for reimbursement will be paid only to the extent authorized by Idaho Code 67-2008.

Meal Expenses Allowable

Without supporting documentation, a per diem reimbursement for meals, including gratuity, shall be paid to the traveler in accordance with the amounts set by the Travel/Other Expense Report.

Complimentary meals, including continental breakfast provided by a hotel and meals provided by common carriers will not be deducted from the per diem allowance to be paid.

Partial Day Reimbursement

Where employees are absent from the District for less than twenty-four hours, a partial day reimbursement for meals, including gratuity, shall be paid to the traveler at the maximum rate set by the Travel/Other Expense Report.

For travel involving an overnight stay a partial day reimbursement for meals, including gratuity shall be paid to the traveler at the maximum rate set by the Travel/Other Expense Report, within the following limitations:

Breakfast: If the actual departure time is 7:00am or before or if the return time is 8:00am or after.

Lunch: If the actual departure time is 11:00am or before or if the return time is 2:00pm or after.

Dinner: If the actual departure time is 5:00pm or before or if the return time is 7:00pm or after.

Meals furnished as part of a conference registration fee shall be deducted from the traveler's per diem at the partial day meal reimbursement rate.

The destination, time and date of departure and return to the District **must be shown** on the travel expense voucher for each trip.

Refreshments and Meals for Official Meetings

The District recognizes the importance of sponsoring meetings and training sessions. Further, the District understands that to facilitate the needs of the attendees and to ensure the best utilization of attendee time, refreshments and/or meals may be provided to those attending District-sponsored meetings and/or training sessions under the following criteria:

Refreshments

- ◆ The meeting or training session has a published agenda and attendance is mandatory
- ◆ The meeting or training session has an intended duration of three (3) hours or more

- ◆ There are five (5) or more attendees, and
- ◆ The total per attendee cost of the refreshments does not exceed 50% of the allowable partial day meal reimbursement for breakfast, per refreshment break.

Meals

- ◆ The meeting or training session has a published agenda and attendance is mandatory
- ◆ Location or scheduling conflicts do not lend themselves to a meal recess
- ◆ The meeting's business is furthered by speeches, presentations or interpersonal exchange that would not normally occur on a daily basis
- ◆ The meeting or training session has an intended duration of six (6) hours or more
- ◆ There are five (5) or more attendees, and
- ◆ The per attendee cost of the meal does not exceed the allowable partial day meal reimbursement.

Regularly scheduled staff meetings or District-sponsored social gatherings shall not qualify for meal or refreshment provisions unless such meetings occur no more than quarterly and attendees are brought together from various locations throughout the District. Further, an attendee shall not be eligible for meal reimbursement due to travel status if such meal is provided while attending a meeting or training session.

Miscellaneous Expenses

With supporting documentation, expenses for certain miscellaneous items are reimbursable if incurred by a District employee in the official conduct of District business. Necessary miscellaneous expenses, i.e. reasonable gratuities, etc., for which receipts may not be available, may be reimbursed upon certification by the employee.

Employee shall make every effort to collect receipts for the following items:

- ◆ Taxi or bus fares to and from depots, airports, hotels and other ground transportation costs.
- ◆ Charges for transporting, handling and storage of baggage or District equipment.
- ◆ Telephone calls and electronic messages, including one personal telephone call per day by the traveling employee, limited to ten (10) minutes. In the case of a family emergency or unusual circumstances, personal calls of longer duration may be approved by the Superintendent.
- ◆ All business-related expenses including copies, word processing, fax services, stationery, postage or other supplies if such were necessary for the transaction of District business.
- ◆ Customary fees for cashiers' checks, bank drafts, or money orders for the purpose of making a remittance to the District.
- ◆ Registration fees which are required as admittance or attendance fees for official participation in conferences, conventions or other meetings.
- ◆ Laundry during a District business trip of five (5) days or longer duration.
- ◆ Expenses not specifically described in these policies and procedures as an allowable expense, but which nevertheless, are necessary in the performance of official District business.

Leave During Travel Status

A traveler who has been granted leave, either compensable or non-compensable, while in travel status shall report in his claim for reimbursement the exact date and time of departure from duty and return.

Foreign Travel

All travel outside the United States is to be authorized by the Superintendent and Board of Trustees.

Third Party Reimbursements, Rebates, Promotions

When a third party is expected to reimburse the District for the trip, that information along with the name and billing address of the third party must be included on the travel request. The reimbursement must be made to the agency paying the original travel or endorsed in the agency's favor.

Travel awards and benefits such as frequent flyer miles awarded as a result of District travel will become the property of the traveler and will not be claimed by the District.



LEGAL REFERENCE:

Idaho Code Section 67-2008

ADOPTED: February 15, 2005

AMENDED: