



Capital School District

Board of Education Policy

Section: Administration
Title: Travel Policy
Policy #: 200-13
Date Approved: 11/15/17
Date Revised: 10/18/17

Statement of Purpose:

To establish procedures that manage and regulate travel of Capital School District. Personnel and School Board Members will adhere to the following:

- Compliance with all Local, State, and Federal regulations
- Accurate travel records and documents
- Utilization of district resources in an efficient manner
- Appropriate administrative approval
- Communication of written guidelines pertaining to travel

I. Approval

1. Incidental or regular travel that occurs in the usual operation of the district such as school visits, meeting attendance, etc. shall be managed through the normal administrative process and expenses related to such will be reimbursed using the Personal Reimbursement Form (Attachment A). The Personal Reimbursement Form is to be signed by the traveler, the direct supervisor of the traveler, and the administrator in charge of the funding before being delivered to the Business Office.
2. All scheduled district travel requires 30-day prior approval through the submission of the Travel Request Form (Attachment B or electronically for Data Service Center 12 month employees).
3. The Request for Professional Development/Leave Form is to be signed by the immediate supervisor and the Assistant Superintendent for all Instructional Staff or the Superintendent for all Administrative Staff.
4. The submission of this form indicates that the Travel Policy has been read and understood and must be adhered to in order to receive reimbursement.
5. A brochure or pamphlet for the conference or workshop must be included with the Request for Professional Development/Leave Form.
6. No travel will be approved without the source of funds identified and verified. Such expenditures may not exceed the budgetary constraints of the fund from which they are paid.
7. Individuals are required to follow district procedures related to reporting absences, preparing for coverage of duties and recording attendance.
8. Under necessary circumstances the superintendent may waive any section in this policy for District employees if approved prior to the trip.
9. The Board may waive, by majority vote, any section in this policy for fellow Board members, if approved prior to the trip.

II. Expenses

Travelers must use per diem rates established by the U. S. General Services Administration (GSA) for locations within the U. S. and by the U. S. Department of State for foreign travel. The federal rates are established by the GSA each year for the period of October 1st to September 30th. Refer to [GSA Website](#) for GSA rates.

1. All expenses related to authorized district business and travel will be paid in accordance with established guidelines. Such expenses must be reasonable, necessary, and authorized.
2. Individuals who fail to adhere to established procedures relating to district travel and/or financial guidelines are personally liable for expenses incurred.
3. Cancellation expenses that result from the action of the individual are the personal responsibility of that individual.
4. Actual detailed vendor receipts must be submitted for reimbursement with the exception of Meals and Incidental Expenses (M&IE). Credit card receipts are not adequate for claiming reimbursement.
5. No reimbursements will be made for spouse expenses, alcoholic beverages, entertainment expenses, and personal travel before or after the approved period, traffic or parking fines, flight or accident insurance or other personal items.
6. *If a conference begins after noon, the employee must make travel arrangements to arrive on the date that the conference officially begins.
*If a conference begins before noon and the conference site is over 100 miles from Capital School District, an employee is eligible to arrive the night before the conference begins at district expense.
*If a conference ends before 3:00 p.m., the employee must make arrangements to return home on the last day of the conference.
*If a conference ends after 5:00 p.m. and the conference site is over 200 miles from Capital School District, the employee has the option of returning home or staying one additional night at district expense.
7. All travel and expense reimbursements must be submitted within 15 days of occurrence or the reimbursement will not be paid by the district.

A. Transportation

1. Economy or coach accommodations will be used unless some other accommodations are more economical.
2. All travel will be by the most economical and direct routes.
3. An individual may choose whatever mode of transportation they desire, however, they will only be reimbursed for the cost of the least expensive method of transportation.
4. When an individual elects to use their personal car they will be reimbursed at the state approved rate. The use of district vehicles instead of personal vehicles is encouraged.
5. When an individual combines a personal vacation with his/her approved district travel, the traveler is responsible for any additional expenses, which are in excess of the normal transportation expenses to attend the conference.

6. The use of a rental car requires prior approval and only used for economical reasons and never for personal convenience and must be included on the Request for Professional Development/Leave Form. *To avoid a refueling surcharge, all rental cars shall be refueled before returning the vehicle to the rental company.*
7. Normally, transportation expenses to and from meals are not reimbursable.

B. Lodging

1. Travelers are expected to seek accommodations that are comfortable, convenient, meet business and personal needs and offer good value.
2. The cost for lodging will be reimbursed at the [single occupancy rate](#), which includes taxes, etc.
3. A detailed invoice is required to be eligible for reimbursement for lodging expenses.
4. Hotel accommodations are expected to be shared by travelers of the same sex to the same destination up to double occupancy. Accommodations shared with other state travelers should be billed and reimbursed to one traveler.
5. Hotel accommodations will not be reimbursable for in-state travels to one day events.

C. Registration

1. A brochure or pamphlet from the conference or workshop that will be attended must be included with the Purchase Order to pay the conference.
2. Registration Fees will only be paid at the early registration rate. Other fees will be paid by the traveler.

D. Meals and Incidental Expenses

1. Capital School District will pay for, or reimburse, the necessary and reasonable cost of meals incurred during out-of-state travel up to the [GSA per diem](#) rates.
2. Alcoholic beverages may not be charged to the State, nor will they be reimbursed. Use of the Travel PCard to pay for alcohol may result in revocation of the employee's card.
3. Meals provided by a conference/seminar/workshop must be excluded. If a meal is provided without cost to the traveler (included in a conference fee), a reduction to the [daily per diem](#) will be made for the appropriate meal.
4. Travelers are to pay for their own meals. Sharing expenses (splitting the bill evenly) is not permitted and will not be reimbursed.
5. Meals purchased within the State are not allowable for reimbursement.
6. [M&IEs](#) are not to exceed the location rate.
7. The per meal allowances apply to the departure and return (partial) days according to the following guidelines ([meals breakdown](#)):

When Travel is:		The allowance is:
More than 6 but less than 24 hours		75 percent of the applicable M&IE rate
24 hours or more on	Day of departure	75 percent of the applicable M&IE rate
	Full days of travel	100 percent of the applicable M&IE rate
	Last day of travel	75 percent of the applicable M&IE rate

E. Other Travel Expenses

1. Tolls, parking fees, taxi fares, limousine services, bus, subway, and tips are reimbursable. Receipts are required where feasible and each of the expenses should be listed separately on the Personal Reimbursement Form.

III. Return from an approved trip

1. Complete a Personal Reimbursement Form within 15 days to account for all travel expenses.
2. All receipts must be taped (not stapled) to a sheet of plain paper – they cannot overlap.
3. File a travel summary report with their immediate supervisor within 15 days.