EVANSTON TOWNSHIP HIGH SCHOOL TRAVEL AND EXPENSE REIMBURSEMENT PROCEDURES

OVERVIEW

Evanston Township High School requires employees to manage travel expenses responsibly and will reimburse reasonable school-related costs. We aim to support employees during business trips by saving time and effort, providing comfort, and ensuring safety at a reasonable price. Eligible expenses include travel fares, accommodations, meals, tips, and local expenses to cover District purchases and transportation. These policies are in place to help you handle District expenses responsibly and professionally. Refer to the provided guidelines for expense reimbursement and contact your supervisor or the Accounts Payable Department for any questions.

GENERAL GUIDELINES

1. When assessing the appropriateness and essential nature of travel expenses, both employees and those authorizing the travel should evaluate how the District stands to gain from the trip and balance these gains against the expected costs. The same factors should be considered when determining if the District's benefits outweigh the expenses, with lower-cost alternatives like remote participation or local training opportunities also being explored.

2. All expenses must be submitted using the appropriate form as found on the Staff Hub and be approved by your budget administrator. Whenever possible and in situations where the employee may question the reasonableness of an expense, the employee should secure approval in advance of incurring the cost. Unreasonable expenses will not be reimbursed. Any questions should be directed to the employee's supervisor.

3. Original and itemized receipts are required for reimbursement of all expenses and should be submitted electronically via Employee Access.

4. Expenses must be submitted within thirty (30) days to be reimbursed by the District
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5. Expense Reimbursements submitted through Employee Access that are approved by the weekly Tuesday deadline will be paid in the check run for that week.

6. Please remember to cancel your travel reservations if your plans change, as you'll be responsible for any incurred costs if you don't. You can cancel a reservation for free within 24 hours of booking, but after that, a fee applies, except in cases of verifiable medical emergencies.

TRAVELING ON DISTRICT BUSINESS

Travel and related expenses must be pre-approved by your direct supervisor or another District administrator. You are encouraged to make travel arrangements well in advance to afford the District the maximum cost savings.

Ground Travel

Ground travel may include transportation by private car, bus, or train if it does not exceed the cost of airfare. Use public transportation when available and practical; otherwise, utilize ride-sharing services or taxis. Rental cars should only be used with prior approval and under specific circumstances outlined in the guidelines. The District does not pay for "normal travel" to and from the District.

If you use your vehicle for business travel, you will be reimbursed at the government-approved rate per mile (72.5 cents per mile as of January 2026) and for any appropriate parking fees and tolls. You will not be reimbursed for car washes, valet service, fuel, maintenance, traffic, or parking violations. Please note that administrators are eligible for reimbursement only for round-trip travel exceeding 100 miles.

If you are on a school district trip, you should only rent cars when public transportation is not convenient or readily available, and where the use of taxis would be more expensive. Only rent mid-size or compact vehicles following the district guidelines, utilizing our approved rental car provider, Vehicle Rentals.

Rental cars MUST be rented in the name of ETHS (not the employee). An insurance card should be obtained from the Business Office before securing the rental. Additional insurance through the rental company SHOULD NOT be purchased. ANY accidents must be reported immediately to the Business Office and/or the Assistant Director of Safety.

RIDE SHARING

While renting a vehicle remains the best practice and is recommended, it is understood that ride sharing may at times be the best option. Ride sharing is permissible where the maximum cost-saving benefit to the District may be obtained.

Air Travel

Select the lowest logical airfare for non-stop travel, unless it inhibits business function. District employees should fly economy class with the lowest available airfare. On-site airport parking is permitted for short business trips (no longer than 2 days); otherwise, utilize off-airport facilities. Airfare should be booked at least 14 days in advance. The District will pay the cost of one checked bag (under 50 pounds). No flight upgrades paid by the district are allowed.

Travel should be booked with a district-issued P-card, which provides employees with insurance coverage **(BMO insurance inclusions).**

Accommodations

Lodging expenses will be reimbursed for authorized travel 100 miles or more from the District. Research and book accommodations at the lowest rate available. Lodging expenses should adhere to reasonable single occupancy rates unless otherwise approved. Lodging options available through home-sharing sites are permissible. However, this option MUST be for adults only and include No Students being housed. This option must also prove to be less expensive than hotel lodging. Cancel reservations promptly to avoid charges. *Exceptions to this restriction may be approved in writing by your budget administrator, the CFO, or the Business Services Director.*

Group & Athletic Travel

Employees are directed to make all travel arrangements for groups, maximizing the greatest cost savings for the District.

Other Expenses

Meal expenses while on District business should not exceed a combined total of $50 per day for all meals. Only meals **not** covered by a conference are reimbursable for a combined total of $50 per day. Tips over 20% (of food and beverage total) will not be reimbursed. Certain expenses, such as alcoholic beverages, airline club memberships, personal grooming services, and personal travel insurance, are NOT reimbursable.

Please adhere to these guidelines to ensure smooth processing of expenses and reimbursement. For further clarification, contact your supervisor or the Accounts Payable Department.

Non-reimbursable travel expenses

The following list of expenses is non-exhaustive, but some items that are not reimbursable include:

- Airline club memberships
- Airline upgrades
- Business class for domestic flights or first class for all flights
- Child care, babysitting, house-sitting, or pet-sitting / kennel charges
- Commuting between home and the District
- Costs incurred by the traveler's failure to cancel travel or hotel reservations in a timely fashion
- Personal travel insurance
- Personal reading materials
- Luggage
- Personal grooming services (shoe shines, haircuts, manicures, etc.)
- Toiletries, cosmetics, or other grooming products
- Expenses incurred by spouses, children, or relatives
- In-room movies or video games
- Dry cleaning/laundry

Helpful Links (You must be logged in to the Staff Hub to access these links)

- Sales Tax Exempt Letter
- P-Card Manual
- Transportation Guidelines