

BOARD OF TRUSTEES
HUMBOLDT COUNTY SCHOOL DISTRICT

POLICY 3125
BUSINESS, NON-INSTRUCTIONAL

DISTRICT TRAVEL AND PER DIEM ALLOWANCES

Travel Request and Approval

The Humboldt County School District will reimburse Board members and employees for actual and necessary expenses incurred while performing services for the District. In order to be eligible for reimbursement, travel must be approved in advance.

Definitions

DAY TRIP – a trip when the employee's duties require the employee to be away from the OFFICIAL DUTY STATION but does not require sleep or rest to meet the demands of work while away from home; for the district's purposes, any trip not requiring the rental of a hotel room or an overnight stay will be considered a DAY TRIP

ITINERANT EMPLOYEE – for travel reimbursement purposes, an employee not assigned to a specific site or sites, but one who performs duties at more than one location; may maintain a desk at a specific site –possibly where the program or department resides

OFFICIAL DUTY STATION or TAX HOME – regular place of business or post of duty, regardless of where the employee's family home is maintained; if employee has more than one place of work, consider the following when determining which is primary place of business or official duty station: (a) the total time ordinarily spent at each place; (b) the level of business activity at each place

Eligibility for Travel Reimbursement

A district employee is eligible for reimbursement when the employee performs official district business away from the employee's official duty station, and the employee incurs per diem and travel expenses.

Without exception, all travel requests must be approved in advance by the employee's immediate Supervisor. If the travel request will be funded by a grant, the request must also have the approving grant director's authorization for travel. The district will not reimburse expenses

associated with unauthorized travel, and in no event shall the district reimburse for unreasonable travel time, leisure time, or vacation activities related to, or scheduled adjacent to, a business trip.

If special circumstances are not specifically addressed in this policy, it is the employee's

responsibility to request clarification from the District Accounting Department in advance of purchase or incurrence of expense. It is not possible to set out rules for every conceivable situation; therefore, employees are expected to not only adhere to the express terms in this manual, but also to use discretion and good judgment to ensure that all reimbursement claims are made within the intent of this policy.

Accounting of Travel Expenses

All travel expenses of district employees will be charged to the budget account specifically appropriated or authorized to provide for the employee's travel expenses. For any district funded travel, all reimbursement applications must follow the district's written travel policy requirements for eligibility of reimbursement; however, state, federal, and grant reimbursement policies may differ from the district's policies. As such, eligibility for reimbursement of any non-district funded travel may follow those agencies' rules. However, if the district is the fiscal agent of record for said monies and will be processing the reimbursement, it is the employee's responsibility to attach those agencies' rules for reimbursement to the applicable reimbursement submittal. If not submitted properly, the district will reimburse such claim utilizing the district's written policies, and will not be responsible for any differential in reimbursement amounts.

Exceptions

Unless otherwise noted, exceptions to the district's written travel policies may only be made under special or extraordinary circumstances, and must be approved in writing by the superintendent. Any request for an exception must be submitted to the superintendent in writing, along with justification by the employee, in advance of any travel related purchase or incurrence of expense, and must be signed by both the employee and the immediate supervisor.

Management Travel

Supervisors and administration who complete day trips (mileage and per diem only) within the scope of their position are not required to obtain advance authorization of travel.

District Travel Policy Rates:

The district shall establish, and periodically revise, the rates of reimbursement that employees are entitled to receive while transacting business on behalf of the district. Certain rates may be the same as established federal or state rates, e.g., lodging reimbursement; however, certain district processes may differ and supersede the established federal or state guidelines or policy, e.g., meal reimbursements. It is the employee's responsibility to know the applicable rates. The current adopted rates are reflected in "EXHIBIT A."

Least Expensive Method Available:

Travel and associated expenses should be by the least expensive method available taking into consideration such factors as loss of instructional time, total travel time, salary of traveler, availability of district fleet motor pool vehicles, and costs of various modes of transportation.

Air Travel:

Whenever air transportation is used, reservations should be made as far in advance as possible (7 to 14 calendar days) to take advantage of significant price breaks. All employees are required to take the lowest airline fare to their destination that allows for a reasonable travel and departure schedule inclusive of flight layovers. Air travel reimbursement will be granted for Coach/Economy seating only. Early Bird Check In for Southwest Airlines flights is permissible.

Many commercial airlines allow the accumulation of free bonus flight points to travelers based on miles flown or as an inducement to travel with that airline. Any flight bonus points received by district employees as a result of district-paid air travel, shall remain those of the employee. Under no circumstances shall frequent flyer miles' influence ticketing, be counter to written travel policies, or unduly impact the district in any way.

Automotive Travel:

The total amount of the mileage reimbursed shall only include the to/from miles and shall not include any personal side trips that are made. The mileage rate will be the amount set as per Internal Revenue Service guidelines. Reimbursable amount will vary based on availability of a district car.

Rental Vehicles:

When a car rental is required, the Nevada State Purchasing has secured contracts with several companies. See the State Purchasing website as noted below and "EXHIBIT B" for additional details. However, if lower rates are available outside of the State Purchasing contracts, employees are encouraged to seek lower cost options. When booking rentals, price comparisons should be made between the various vendors as pricing may periodically drop below the contracted rates. NOTE: pricing is a base price, and additional fees may be added according to rental location (reimbursable) and user options (not reimbursable). Receipts must be attached to the claim for expenses.

<http://purchasing.nv.gov/Contracts/Documents/VehicleRentals/>

Employees may rent economy-class vehicles (i.e., economy, compact, or intermediate). When three or more travelers share a vehicle; rental of a full-size sedan is authorized. **At no time shall employees rent either 15 or 11 passenger vehicles to transport students or adults.**

Only employees are allowed to drive rental vehicles expensed to the district. Rental vehicles should only be used to transport employees, authorized chaperones, and students – never traveling companions (i.e. spouses/guests traveling with district employees).

Should an employee be involved in an accident while driving a rental vehicle, after filing a police report or seeking medical attention if necessary, the employee should immediately report the accident: (a) to the immediate supervisor, and (b) to the Transportation Department at (775) 623-8110. The Transportation Department will forward copies of all accident reports to Risk Management.

Taxi, Limousine, Ride Share, Bus Fare and Parking: Reasonable charges for these services will be reimbursed if required as part of travel. Receipts must be attached to the claim for expenses.

Fees and Registration Costs:

Reimbursement will be made for approved receipted fees and registration costs. Lodging:

Travel destinations located within a 100-mile radius of the District Administration office are not eligible for lodging reimbursement, unless approved by the Superintendent. If the travel destination is further than 100 miles, actual reasonable lodging expenses per day will be reimbursed. Employees are to request the conference rate, government rate or district corporate rate when reserving lodging. The District will reimburse only for the time required directly for school business. Arrival earlier or leaving later than necessary for the conference or meeting will be at the expense of the individual and is not reimbursable.

District employees shall receive reimbursement for lodging at continental United States (CONUS) rates established by the US General Services Administration (GSA). CONUS rates are established by city/county/state and can vary by season. See the GSA website as noted below, and click on "Per Diem Rates."

<http://www.gsa.gov/portal/category/104711>

The website requires the user to enter city/state or zip code to determine the CONUS rate. If a city is not listed, check to ensure that the county where the lodging is located is also not listed. If the city is not listed, but the county is, then the reimbursable rate is the CONUS rate for that entire county. If either the city or the county is not listed, then that area will receive the standard CONUS lodging rate.

Exceptions:

Exceptions may be made when the following applies:

- (a) Lodging is procured at a prearranged place such as a hotel when a meeting, conference or training session is held; or
- (b) Costs have escalated because of locale and special events; lodging within prescribed allowances cannot be obtained nearby; costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging.

Lodging taxes are limited to the taxes on reimbursable lodging costs. For example, if the maximum lodging rate is \$50 per night, and the employee elects to stay at a hotel that costs \$100 per night, the employee can only claim the amount of taxes applicable to the maximum authorized lodging amount, or \$50 in this example.

Meals:

Total per day meal reimbursement for travel to Reno, Nevada will not exceed \$51.00, inclusive of gratuity. First and last day of travel is subject to a maximum reimbursement of 75% of the approved rate.

Reno Per Day: \$64.00 Breakfast: \$15.00 Lunch: \$16.00 Dinner: \$28.00 Incidental: \$5.00

Meal reimbursement associated with other Nevada locations and out of state travel will be reimbursed not to exceed meal rates established by the U.S. General Services Administration (www.gsa.gov).

Employees must be in travel status no less than 3 hours to qualify for any meal reimbursement. In addition, the individual must be in travel status by 6:30 am to qualify for breakfast reimbursement and in travel status by 6:30 pm to qualify for dinner reimbursement. Lunch reimbursement is allowed if the employee is in travel status over the normal lunch period.

When meals are included in the registration fee for a meeting, conference or convention, reimbursement for alternative eating arrangements will not be authorized unless special dietary needs cannot be accommodated otherwise.

Incidentals, including tips, may not exceed the \$5.00 rate.

Other Expenses:

Other expenses, including parking, must be associated with the approved travel. Receipts must be attached to the claim in order to be subject to reimbursement.

Non-Eligible Reimbursable Business Travel Related Expenses:

The district will not reimburse the following: personal phone calls charged through lodging or any other means, parking fines or tickets, expenses for spouses or non-employees, entertainment (movies, shows, etc.), alcoholic beverages, taxis or other conveyances to locations for personal business (not part of the conference or meeting), or personal travel or expenses for travel extending beyond the time required for the meeting or trip. Any other expenses not already identified in the above sections are not reimbursable under any circumstance.

CLAIM FOR EXPENSES FORM

The claim for expenses form must be fully completed, signed and have all necessary receipts and explanations attached and forwarded to the business office within 60 days of travel. Expenses incurred in one fiscal year may be subject to fiscal year end cut off timelines in order to be processed for reimbursement.

Under no circumstance should an employee ever knowingly submit a reimbursement request to the district for expenses that have been underwritten or reimbursed from another source (non-district funds). This is considered "double-dipping" and fraudulent.

Accurate records are critical to meeting

the district's legal, financial, and management obligations. The employee shall be responsible to ensure that all reimbursements are full, fair, accurate, timely, and understandable. The employees shall not "double-dip," submit fraudulent records, misstate facts, omit critical information, or modify reimbursement requests in any way to mislead others. Such actions will

result in disciplinary action up to and including termination.

Reviewed: February 09, 2010, September 21, 2016

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