RANCHO SANTA FE SCHOOL DISTRICT

I.

Board Policies Covering All Employees

Board Policy No. 4012: REIMBURSEMENT OF EMPLOYEE EXPENSES

A. Pursuant to the terms of this policy, the District shall reimburse the actual, reasonable and necessary expenses, including travel expenses, of any employee of the District incurred in the course of performing required or authorized services for the District.

B. The Governing Board shall establish a travel budget for the purpose of reimbursing the expenses of employees incurred in the course of performing required or authorized services for the District. The Board delegates to the Superintendent the authority to approve travel requests and travel claims of employees within the limitations of the established budget. The Superintendent or designee must pre-approve all employee travel outside of the County and all travel in the County only in cases where other than mileage expense will be incurred. The President of the Board shall pre-approve all reimbursable travel expenses of the Superintendent for travel and attendance at meetings and events or other District related activities outside of the County and for such attendance within the County only if expenses will be incurred in addition to or other than for travel by personally owned vehicle for which a travel allowance is otherwise provided.

C. For pre-approved travel requests, an advance may be authorized when total expenses are estimated to exceed $200.00, such advance is requested sufficiently in advance of the travel, and the employee agrees to reimburse the District for the balance of the cash advance upon presentation of legible receipts which total less than the amount of the cash advance when added to any reimbursement for meals and other reimbursable expenses.

D. No District funds will be used to purchase or reimburse an employee for any expense(s) incurred for the purchase of alcoholic beverages or for personal, unnecessary, or unreasonable expenses, and no District funds shall be expended for the purchase of alcoholic beverages.

E. Travel by Personally Owned Vehicle on District Business

1. Mileage for travel by personally owned vehicle shall be reimbursed upon submission of a travel claim at the rate established by the Internal Revenue Service at the time the travel is performed. If an employee is regularly assigned to a designated work site, reimbursement for use of a personally owned vehicle on District business during regular work hours shall not include that mileage normally attributed to mileage for travel to and from home and work. Where the travel is outside of regular work hours, all mileage incurred shall be reimbursed.

2. Authorization for the use of personally owned vehicles for District business is subject to the following rules:

   a. The driver must possess a valid California Driver's License, personal automobile insurance in the minimum amount of $100,000/300,000 liability/bodily injury, and a minimum of $50,000 liability/property damage.
   b. The District prohibits and is not responsible for accidents or injuries resulting from the use of alcohol or drugs, driving under the influence of alcohol or drugs, the use of cell phones in violation of State law, or smoking while on District business.
   c. Children with disabilities shall not be transported by personally owned vehicle unless any such transportation complies with the student's individualized plan or IEP and the employee in charge of transporting the child is appropriately trained to perform this duty.
   d. A valid driver's license and verification of insurance coverage must be carried at all times when using a personally owned vehicle for District business.
   e. All accidents in a personally owned vehicle while on District business must be reported to the District immediately, to the employee's insurance company, and to the Department of Motor Vehicles in the event of personal injury or property damage in excess of non-reportable levels.
   f. Except as expressly provided in Board Policy 4014, the District does not reimburse or pay for the following expenses of personally owned vehicles used on official business or parked at a District or other facility:

      (1) Collision damage
      (2) Deductibles on insurance claims
      (3) Repair or replacement of vehicles or the contents of vehicles damaged by vandalism or theft
      (4) Traffic or parking citations while on official District business

F. Reimbursement for Meal Expenses

For attendance at required activities outside of the District, the District will provide reimbursement for necessary meals with receipts in the following amounts if not otherwise included in the event or attendance fee.

1. Breakfast - will be reimbursed up to a maximum amount of $22.00 per day only if the employee is required to stay overnight in order to attend the event the following day, or the employee must depart from home to attend the event prior to 6:00 a.m. and the event ends after 9:00 a.m.

2. Lunch - will be reimbursed up to a maximum amount of $23.00 per day for any day in which the employee will either not be returning home the same day or must travel prior to 11:00 a.m. and the travel will end after 2:00 p.m.

3. Dinner - will be reimbursed up to a maximum amount of $36.00 per day if the employee is required to stay overnight to attend the event the following day or if travel must begin by 4:00 p.m. or later and will not end until after 7:00 p.m.

4. The number of meals authorized for travel involving overnight lodging must be approved by the Superintendent or designee prior to travel.

5. An employee's total daily meal allowance is the sum of the maximum amounts for each meal the employee qualifies for that day under items 1 through 3. The employee may apply the total daily meal allowance to any meal or meals that day, in any amounts, up to the total allowance.

In addition to the above per diem amounts, the District will provide reimbursement for tips and gratuities for meal expenses up to a maximum of 20% of the tippable receipt.

G. Expenses other than Meal Expenses

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when District business reasonably requires an overnight stay, registration fees for seminars and conferences, internet and other communication expenses incurred on District business, customary tips and gratuities, and other necessary incidental expenses. To obtain reimbursement for any out-of-pocket travel expenses, legible receipts must be presented which do not include personal expenses. The rules below shall apply.

1. Deposits for hotel accommodations shall be the responsibility of the employee.

2. Hotel rooms should be shared with appropriate personnel whenever possible.

3. Reimbursable tips and gratuities shall be limited to a maximum of 20% of the tippable receipt.

4. Ground travel should be arranged so that the maximum number of staff can be accommodated for one charge or at the least cost.

5. Airfare should be the most economical means available.

H. Where receipts are lost and cannot be presented with a travel claim, the employee must sign a certification as to those expenses for which receipts are unavailable which must be approved by the Superintendent.

I. The District shall provide requests for authorization for travel and claim forms for submission by employees with required receipts upon the conclusion of travel.

Legal Reference:
Education Code sections 32435, 35161, 44032

Date Policy Adopted By The Board: September 9, 2003
Dates Policy Revised By The Board: November 2, 2017; October 14, 2025; October 15, 2026