

TRAVEL EXPENSE REIMBURSEMENT PROCEDURE

The following procedure shall be used for reimbursement of travel expenses incurred by School Board members and School Department employees.

1. **Mileage:** Staff members who have prior approval to use their vehicle in the performance of their duties will be reimbursed for mileage at the IRS allowable rate. If a district vehicle is used a gas card will be provided from the central office or gas costs will be reimbursed.

Travel from home to place of work and return may not be included for reimbursement. Travel for authorized activities should be calculated from the place of work to the activity and the return to the place of work. School Department employees are all encouraged to minimize mileage whenever possible.

2. **Meal Allowance/Miscellaneous:** Reimbursement for the daily meal allowance will not exceed a total of \$45.00 for either in-state or out-of-state travel for up to three meals. Gratuities will be limited to 15%. Itemized receipts are necessary for all reimbursements.
3. **Lodging:** Lodging is limited to actual costs at the average rate published for the conference/activity. Travelers are to request tax-exempt status when making reservations.
4. **Other Authorized Expenses:** The following actual expenses, in addition to lodging and meals are authorized:
 - c. Registration fees (expense reimbursement request form required if paid by the individual).
 - b. Car rentals are allowable only with prior authorization from the Superintendent. Liability and personal injury insurance should not be purchased when renting vehicles since the district carries an insurance policy to cover such occurrences. However, collision insurance should be purchased. Employees or school officials renting vehicles should request a copy of the district's proof of insurance from the Superintendent's office.
 - c. Air travel must be at coach at the lowest available published fare. All air travel expenses must be documented with a receipt.

- d. Whenever practicable, travelers should use free shuttle service if provided during conferences to and from the hotel and conference center. The most economical means of traveling to and from the airport should also be utilized. Travelers will be reimbursed the cost of shuttle, uber or taxi by presenting a receipt to the district at the completion of the trip.
- 5. **Entertainment:** Entertainment expenses will not be reimbursed.
- 6. **Alternative Modes of Travel:** Employees and school officials choosing to use their personal car, rail or bus in lieu of airline transportation will not be reimbursed for lodging and meals in addition to those which would customarily be covered if air travel were utilized. The maximum reimbursement which will be approved will not exceed the discount airfare for a ticket purchased 14 days in advance. Excess time out of the school unit for travel by personal car will not be approved as professional leave.
- 7. **Extended Stay:** Any lodging or meals resulting from extension of the stay beyond the length of the conference or convention, either before or after, will be the sole responsibility of the employee or school official unless the extended stay is due to unavoidable circumstances beyond their control, as approved by the Superintendent.
- 8. **Stop-Over Charges:** A charge for stopover in route or a routing other than direct line for the convenience of the employee will be paid by the employee.
- 9. **Other Expenses:** The following actual expenses incurred as a necessary part of approved travel may be claimed if substantiated by documentation:
 - a. Parking fees
 - b. Road toll charges
 - c. Airline baggage fees
- 10. **Non Allowable Expenses:** The following expenses are not authorized for reimbursements:
 - a. Personal expenses such as laundry, valet services, clothing, toiletries, flowers, gifts, etc.
 - b. Cost of traveler's checks
 - c. Alcoholic beverages
 - d. Spouse/Family member

11. **Submission of Information:** Travel expense information is to be submitted to the Superintendent's office within the (14) days of the staff member's return to the school unit with all necessary supporting documentation as required.
12. **Unapproved Expenses:** Staff members who incur expenses which have not been approved by their immediate supervisor/administrator will be personally accountable for all expenses incurred.
13. **Expense Reimbursements:** Approved expense reimbursements will be processed through Accounts Payable.
14. **Conference Registrations:** The School Department will pay for conference registrations as approved through the budget process. Organizational membership fees will be paid when membership is included with the conference registration and the combined total is less than or equal to non-member registration. The School Department will pay late fees only if approved by the immediate supervisor/administrator.
15. **Cancellation Fees:** Cancellation of airline reservations which result in a penalty must be approved by an immediate supervisor/administrator. Fees for cancellation of reservations without immediate supervisor/administrator approval will be the responsibility of the individual making the cancellation.

Cross Reference: BIB – Board Member Development Opportunities
IJOA – Field Trips

First Reading: December 11, 2023
Adopted: January 8, 2024