

## **Reimbursement for Travel Expense**

These procedures apply to employees, Board members or designees who request reimbursement for travel expenses incurred on behalf of the district.

1. All travel shall be preauthorized by the supervisor. Out-of-state travel, as defined by policy, shall be pre-approved by the Board.
2. The purchase order process shall be used for all travel expenditures such as conference registration, airfare and lodging whenever possible. A copy of the event registration/agenda/schedule should be attached to the purchase order or sent separately if the request is done electronically. Purchase orders for out-of-state travel shall be processed after the travel is approved by the Board.
3. Each individual shall pay his or her own bills unless paid by a purchase order or District credit card.
4. Travel by private transportation will be reimbursed at the current IRS standard mileage rate. Private or sight-seeing mileage is not reimbursable. When two or more employees are attending the same event, they should travel together to minimize expenses.
5. Transportation expenses such as parking, bus, taxi, uber, ferry, expressway, and bridge tolls will be reimbursed at cost. Receipts are required for all such expenditures that are more than \$10.00; if no receipt is provided, the maximum reimbursement allowed will be \$10.00.
6. Hotel and motel accommodations will be reimbursed at cost. An itemized lodging receipt is required. Personal phone calls, room service charges, movies, cleaners, and other personal costs are to be paid by the employee at time of checkout. When two or more employees are attending the same conference, they should share a room whenever deemed appropriate by the supervisor to minimize expenses. If an employee chooses to room separately, no reimbursement will be made.
7. Meal allowances, which include tax and gratuity, will be paid when traveling overnight on approved district business during normal meal times whenever the meal is not otherwise provided. Employees must be in a travel status at 6:30 a.m., 12:00 p.m., and 6:30 p.m. to be eligible for breakfast, lunch, and dinner respectively. The District will reimburse each individual only for their personal daily per diem. Meals that are a part of the conference registration or hotel shall be paid through the purchase order system. If an employee chooses not to participate in the scheduled conference meals and purchases a meal on their own, it will not be reimbursed.

8. The per meal allowances are:

**Meals**

|           |                |
|-----------|----------------|
| Breakfast | \$10.00        |
| Lunch     | \$12.00        |
| Dinner    | <u>\$17.00</u> |
|           | \$39.00        |

9. Employees may choose to waive reimbursement for travel expenses. The waiver plan must be submitted in writing to the Business Office prior to traveling.
10. Meals are sometimes included in a group-lodging rate or as part of a conference or seminar package. The per diem for such meals may exceed the standard \$39.00 rate, but only if authorized by the Superintendent.

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