

Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's immediate supervisor. Requests must also be approved by the program supervisor and/or grant coordinator, if applicable. Out-of-state travel shall be pre-approved by the Superintendent one month in advance of the travel date. Exceptions may be approved by the Superintendent on a case by case basis.

An 'Advanced Travel Request' form must be completed prior to departure. The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

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. Purchase orders for out-of-state travel shall be processed after the travel is approved by the School Board.

Each individual will pay his or her own expenses unless paid by an authorized purchase order.

Reimbursement of Claims

Certified claims of expenses for which reimbursement is being requested must be submitted to the district business office at least 10 days prior to the regular board meeting.

Reimbursable Expenses – Staff

- Lodging:** Reasonable Rates Itemized original receipt required
- Meals:** Per Federal Travel Regulation
- Airline, Train, Bus Fare:** Coach rate, original canceled ticket serves as receipt
- Taxi, Parking, Toll:** Reasonable Rates, original receipt required
- Mileage - personal vehicle:** Reimbursement allowed for prior approved travel and when there is evidence that a district vehicle was not available for use on the day(s) of travel. Reimbursement shall be at the rate paid to state staff. When two or more employees are attending the same event, they should travel together to minimize expenses.

- A **Lodging Expenses:** Only lodging charges secured with a prior approved purchase order may be billed directly to the district. Personal phone calls, movies, cleaners and other personal costs are to be paid by the employee at time of checkout.
- B. **Airline Tickets:** Airline tickets (coach rate) may be charged to the district through the district credit card for any approved travel contingent upon a prior approved purchase order.

C. **Travel Advances:** A Written request for a travel advance must be submitted to the district office and will not be granted for meals unless the travel involves an overnight stay.

Travel advances are paid in the form of a check payable to the staff member only when revolving funds are available.

A statement of expense must be submitted to the district office within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff member shall reimburse the district for the difference.

The advance travel revolving fund will not be used for payment of airline tickets, pre-registration fee or for reimbursements to staff or offices for travel expenses already incurred.

D. **Non-Reimbursable Expenses:** The following expenses are not reimbursable:

1. Alcoholic beverages, meals or snacks other than regular meals.
2. Personal telephone calls, postage, and memberships.
3. Mileage to and from home.
4. Mileage for school levy promotions and other non-official school functions.
5. Entertainment
6. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
7. Expenses incurred by non-employees traveling with the staff member including room surcharges.

Meal Allowance for Students

Meals:	Breakfast	\$10.00
	Lunch	\$10.00
	Dinner	\$15.00
	<u>TOTAL</u>	<u>\$35.00</u>

A. Each school advisor or coach who travels with students will develop a specific itinerary and have it approved by the appropriate administrator prior to departure. The itinerary will be submitted with individual meal receipts upon return to the district.

Meal allowances for students while engaged in recognized off campus school approved activities, state competitions, which include tax and gratuity, may be paid on a per diem basis when traveling during normal meal times whenever the meal is not otherwise provided. If a student chooses not to participate in the scheduled state competitions meals and purchases a meal on their own, per diem will not be provided. Students must be in a travel status at 6:30 AM, 12:00 PM, and 6:30 PM to be eligible for breakfast, lunch and dinner respectively.

All out-of-state and overnight travel must have prior approval by the Concrete School District Board of Directors and School superintendent.

Procedure 6213P

Meal allowances and associated travel expenses for students will be paid by the Associated Student Body Fund.

Revised: 05-27-17; 08-30-18; 02-20-20;