

**TRAVEL EXPENSE REIMBURSEMENT:****DEE-R1**

Trustees and employees of the district may make trips from time to time for the benefit of the district.

Ordinary and necessary expenses incurred due to travel for district business will be reimbursed according to this regulation.

**MEALS**

**Meals shall be reimbursed for trips only when overnight lodging is required except when the trip extends the workday more than four hours.** Amounts reimbursed for meals during trips that do not require overnight lodging shall be paid as additional wages the employee. Staff members traveling with student groups, including bus drivers, shall be provided meals by the student group and sponsors shall make allowances in travel requests for these extra student meals.

Key Officials (itemized receipts required):

Actual cost of meals not to exceed \$102/day. On the departure and return dates of travel, the following amounts may be reimbursed depending on leave and return time. On the departure day, travel must begin prior to 6:00 am to qualify for breakfast reimbursement, prior to 11:00 am to qualify for lunch reimbursement and prior to 5:00 pm to qualify for dinner. On the return day, travel must end after 8:00 am to qualify for breakfast reimbursement, after 1:00 pm to qualify for lunch reimbursement, and after 7:00 pm to qualify for dinner reimbursement.

Breakfast - \$20.00

Lunch - \$30.00

Dinner - \$52.00

All Other Employees (itemized receipts required):

Actual cost of meals not to exceed \$51/day. On the departure and return dates of travel, the following amounts may be reimbursed depending on leave and return time. On the departure day, travel must begin prior to 6:00 am to qualify for breakfast reimbursement, prior to 11:00 am to qualify for lunch reimbursement and prior to 5:00 pm to qualify for dinner. On the return day, travel must end after 8:00 am to qualify for breakfast reimbursement, after 1:00 pm to qualify for lunch reimbursement, and after 7:00 pm to qualify for dinner reimbursement.

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$26.00

Gratuities that are required by a restaurant because of the large number of diners are reimbursable regardless of the source of funds used for the expenditure provided they are added to the ticket as part of the meal by the restaurant. Voluntary gratuities shall not be reimbursed with federal or state funds but may be reimbursed with local funds. Reimbursement for voluntary gratuities with local funds shall not exceed 15% of the total food cost excluding taxes.

**LODGING**

Reimbursement for lodging expenses shall be at actual cost, excluding state hotel occupancy tax, not to exceed \$93/day per occupant or the amount as prescribed for state employee lodging by the Comptroller of Public Accounts, whichever is more. It is the responsibility of the traveler to file tax exempt forms with the hotel. Employees of the same gender shall share rooms on the basis of two people per room. However, employees who share a room with their spouse shall be reimbursed as if the spouse was also an employee. Original itemized lodging receipts are required. Appropriate consideration will be given when mixed genders and odd numbers of participants are traveling. Only lodging at a commercial lodging establishment is reimbursable.

**TRANSPORTATION:**

Reimbursement of approved travel in privately owned vehicles shall be at 70% of the state reimbursement rate as published by the Comptroller of Public Accounts rounded to the nearest cent. For travel on or after January 1, 2018 the District rate is \$0.38/mile. When District owned vehicles are used, no reimbursement shall be paid and the District shall pay for fuel and other actual expenses. Employees shall use district vehicles when traveling on district business if the Director of Operations determines that a vehicle is available and it is practical for the trip. Reimbursement for air travel shall be at coach rate only. Reimbursement for necessary taxi service to motel/meeting and from motel/meeting to airport shall be made upon presentation of receipts. Reimbursement for necessary parking lot fees shall be paid upon presentation of receipts. Car rentals are not allowed unless prior approval is granted by the Superintendent or an Assistant Superintendent. The most economical and reasonable mode of employee transportation shall be used. Groups shall combine their transportation whether using privately owned or school owned vehicles. For those electing to use personal vehicles, the reimbursement amount will be limited to the corresponding air fare if the air fare is less than mileage reimbursement. Travelers may divide approved air fare and apply it to the travel method of their choice.

**OTHER TRAVEL EXPENSE:**

Reimbursement for required registration fees and luncheon or banquet tickets shall be paid upon filing of itemized receipts. Entertainment, expenses of spouse, and other personal expenses shall not be reimbursed. Alcoholic drinks are not reimbursable expenses.

**APPROVAL:**

All travel requests for overnight travel including travel with students shall be subject to approval by an Assistant Superintendent prior to any arrangements being made. All arrangements shall be made by Central Office staff after receipt of a properly completed and approved online travel form. Key officials are exempt from this requirement. Out of state travel is not allowed. Any exception to this rule must be approved by the Superintendent.

**PREPAYMENT OF EXPENSES:**

Funds shall not be paid to travelers in advance for meals. Air fare, lodging, car rental, and registrations fees are eligible for prepayment to the vendor with a properly approved travel request. Mileage amounts for use of personal vehicle are eligible for prepayment to the traveler with a properly approved travel request. Those travelers who have been issued district credit

cards may charge travel expenses on the card but shall immediately reimburse the district for any expenses that are not allowed by policy or regulation.

**KEY OFFICIALS:**

The following positions are designated as key officials of the district:

Trustees

Superintendent

Assistant Superintendent for Personnel

Assistant Superintendent for Business

Assistant Superintendent for Instruction

**EXCEPTIONS:**

The Superintendent, under extraordinary circumstances, may approve exceptions to this regulation. Such changes shall be in writing and filed with the travel form.