

Regulations Pertaining to Travel Reimbursements

These procedures will regulate the reimbursement for travel expenditures.

A. General Regulations

1. Travel on School Board business includes trips within and outside the Division to conferences, conventions, workshops, seminars, educational and training courses, and other school-related business meetings.
2. All travel authorizations, advances, and reimbursements will be made only on the authorization of the principal, Director of Department, or the Assistant Superintendent.
3. Claims for reimbursement must be presented to the Finance Department on the standard Travel Expense Reimbursement Voucher, properly signed by a person authorized to approve expenditure documents and employee travel.
4. It is the responsibility of the traveler to prepare the Travel Expense Reimbursement Voucher for expenses incurred. It is also the traveler's responsibility to file the voucher, receipts, and a copy of the approved leave form to the principal, Director of Department, or Assistant Superintendent no later than five (5) business days from the date of returning from the trip. The principal, Director, or Assistant Superintendent will forward the approved forms no later than five (5) business days from receipt thereof.

B. Reimbursable Travel Expenses

1. Transportation – Mileage Reimbursement
 - a. School Board vehicles will be used whenever practical for official business. Reimbursement for gasoline, parking, tolls, and justifiable repairs to the School Board vehicle shall be based on actual costs incurred and properly documented by receipts.
 - b. If a School Board vehicle is unavailable, the School Division may permit a traveler to use a personal vehicle. If a rental vehicle is procured, actual mileage will not be reimbursed.
 - c. If a personal vehicle must be used, it is the responsibility of the driver to possess a valid driver's license and proper insurance for a personal vehicle. Should this not be the case, the employee must notify the division prior to use of the vehicle for division business purposes. Actual mileage over the most direct travel route shall be reimbursed based on the Internal Revenue Service published mileage rate beginning January 1 of each year and at subsequent time(s) during the year as dictated by the IRS.
2. Lodging
 - a. Expenditures for lodging must be reasonable. It is recognized that expenditures will vary by geographic location; the School Board will pay the prevailing single room rate per traveler at the place of lodging. When two or more travelers of the same sex are attending the same event, the sharing of quarters is encouraged. Accommodations must be substantiated by paid bills (original receipt) for purposes of reimbursement.
3. Meals and Incidental Expenses
 - a. Reimbursement for meals and incidentals (fees/tips to porters, baggage carriers, bellhops, hotel maids, etc.) shall be reimbursed based on the per diem rates established by US General Services Administration (GSA). GSA per diem rates may be found at www.gsa.gov/perdiem. Consistent with GSA guidelines, per diem reimbursements will be processed in accordance with the parameters outlined in the table below:

WHEN TRAVEL IS		REIMBURSABLE ALLOWANCE IS
More Than 12 But Less Than 24 Hours		75 percent of the applicable meals and incidental rate for each calendar day of travel
24 Hours or More On	Day of Departure	75 percent of the applicable meals and incidental rate
	Full Days of Travel	100 percent of the applicable meals and incidental rate
	Last Day of Travel	75 percent of the applicable meals and incidental rate

Gratuities are included in the per diem rates specified above and will not be reimbursed separately.

4. Local District Travel

- a. All claims for reimbursement of local travel must be itemized and submitted using the Local Travel Expense Reimbursement Voucher. Local travel is defined as all mileage required in connection with performance of one's daily duties except that which involves travel from home to the first assignment for that day and from the last assignment of the day to home., with the exception of elected officials. Travel over sixty (60) days old cannot be reimbursed; therefore, requests for reimbursement should be made quarterly.

C. Non-Reimbursable Items

Lost or stolen articles	Alcoholic beverages	Entertainment expenses
Damage to personal vehicle	Service to gain entry to locked vehicle	Towing charges
Any expenses related to the personal negligence of the traveler	Expenses for spouses, children, and companions while on travel status	Cost of travelers checks or money orders