

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

TRAVEL
AUTHORIZATION AND
PLANNING

Each District employee who is authorized to travel assumes responsibility to limit travel expense claims to costs incurred on travel that is clearly for the purpose of discharging essential official business of the District. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

Administrators who are responsible for authorizing travel plans have the additional responsibility of limiting travel to trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

Employees must secure written approval for travel on the appropriate District form.

TRAVEL EXPENSE
REIMBURSEMENT

Employee expenses associated with authorized trips will be reimbursed in accordance with the following allowances.

HOTEL

The full cost of the hotel room will be reimbursed up to the current state rate if the employee's supervisor approved the expense prior to travel, and provided that the employee's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. The District will not pay for room service, movies, personal telephone calls, or other types of personal service.

The District will not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the District when they accompany a District employee.

STANDARD
REIMBURSEMENT FOR
MEALS

An employee will receive reimbursement for meals when receipts are attached only to the maximum amounts established below:

Breakfast	\$ 10.00
Lunch	\$ 11.00
Dinner	\$ 13.00

A "paid" bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must indicate the date of the meal, the name and location of the food establishment, and the signature of the employee.

Meal expenses incurred during travel lasting less than six consecutive hours may not be reimbursed if grant funds are used. For travel of six hours or more but not requiring an overnight stay, the travel must begin at one duty point and end at another duty point for meal reimbursement.

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MEAL REIMBURSEMENT FOR NON- OVERNIGHT TRAVEL	Staff may be reimbursed for approved, necessary, and reasonable meal expenditures incurred in connection with approved travel or school-related business on behalf of the District. Business meals are those taken with non-District professionals to discuss school-related business. A “paid” bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must indicate the date of the meal, the name and location of the food establishment, and the signature of the employee.
REGISTRATION FEES	To receive reimbursement for out-of-pocket registration fees, the employee must submit a “paid” bill or receipt from the meeting sponsor that includes the date and amount paid by the employee. Reimbursement will not include membership fees in a professional organization.
PUBLIC TRANSPORTATION	Actual costs for public transportation will be reimbursed. Employees, when traveling by commercial airline, must travel tourist/economy class when such space is available. Receipts for public transportation must be attached to the employee’s request for reimbursement. Taxi cab expenses will be reimbursed at actual cost. To the extent possible, employees must attach receipts for any taxi expenses.
PRIVATE TRANSPORTATION	Car rentals will be reimbursed at actual cost. Receipts for car rental costs must be attached to the employee’s request for reimbursement. A detailed justification for the car rental must be attached to the request for reimbursement. Travel in the employee’s private vehicle will be reimbursed at the current state per mile rate. Mileage claims will be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted, as well as documented incidental travel in the destination city. When two or more employees of the District travel with the same itinerary on the same dates, only one may claim a travel reimbursement for mileage in a personal vehicle. An exception may be made if more than four employees use more than one vehicle to attend a meeting or conference. Mileage reimbursement will be allowed for one vehicle for each four employees and for any fraction in excess of a multiple of four employees. If, in any instance, it is not feasible for these employees to travel in the same vehicle, they may request prior approval for reimbursement for travel for each person authorized to use his or her personal vehicle in such travel. When an employee travels for District business in a private vehicle, he or she must furnish evidence of insurance to the District.

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DISTRICT VEHICLES	An employee who travels in a District vehicle will follow administrative guidelines for using the vehicle, mileage claims, and gas usage.
PARKING FEES	An employee who drives a vehicle to a meeting and is required to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.
MISCELLANEOUS EXPENSES	The District will reimburse an employee for other miscellaneous expenses such as tolls, and the like, when the employee documents those expenses and presents receipts, to the extent feasible.
REIMBURSEMENT DEADLINE	The District will make reimbursement for properly documented expenses only if the request for reimbursement is submitted to the business office on the appropriate forms, with any necessary receipts attached, no later than 7 days after the trip.
ADVANCED TRAVEL FUNDS	<p>If an employee needs travel funds issued in advance, the following procedures will apply:</p> <ol style="list-style-type: none">1. The employee must submit a purchase requisition, approved by the immediate supervisor, to the business office five days before the funds are needed.2. Not later than three days after the trip, the employee must attach all bills and receipts to the travel reimbursement request and submit the form, with any unexpended funds, to the administrator who approved the advance. Failure to file timely travel reports may require the employee to repay the entire cash advance to the District.3. Administrators will immediately review the travel report, sign the travel reimbursement form, and forward the report to the Superintendent or designee.