

1. Travel Expenses Requiring Board Approval.

Travel by district employees to seminars, training, student competitions or other events, for which the anticipated aggregate reimbursement will be in excess of \$5,000.00 (reimbursement is inclusive of travel, room, board, registration, fees, meeting fees) shall require prior approval by the Board of Education and must have the written approval of the superintendent prior to submission to the Board of Education.

The travel for which reimbursement is sought must be related to the duties of the district's employees. Any such request for approval of travel expenses shall include an itemization of all anticipated costs, fees and expenses, the reason for the travel and the benefit to the district.

All travel arrangements shall be made by designated Central Office employee. Any "reward" program associated with any district-issued credit/debit card will be accumulated by USD 480, for the benefit of USD 480 and are not to be awarded or accumulated by USD 480 employee, for such employee's personal use or benefit.

2. Travel Which Does Not Require Prior Board Approval

Travel by district employees to seminars, training, student competitions or other events, for which the anticipated aggregate reimbursement will be equal to \$5,000.00 or less (reimbursement is inclusive of travel, room, board, registration, fees, meeting fees) shall not require prior approval by the Board of Education; PROVIDED HOWEVER, all such travel must be approved in writing by the superintendent prior to the date of travel.

3. Travel Arrangements

Mode of travel will be based on the availability of transportation, distance and number of persons traveling together. In air travel, the required class of service is the lowest applicable coach fare available. No first class fares will be reimbursed.

Receipts for transportation, parking, hotels or motels and such other expenses for which receipts are ordinarily available will be attached to expense vouchers. Handwritten receipts will not be accepted for reimbursement. For the authorized use of a personal car, staff members will be reimbursed at a mileage rate established by the school board. The District does not assume liability for damage to personal automobiles used on District business and does not assume liability for deductibles of any other uninsured loss to the vehicle.

Travel between buildings or in the district in the exercise of official assignments will be reimbursed at a mileage rate established by the board in August each year.

Meal Per Diem -- For trips that do not require an overnight stay, the meal per diem rates below shall be paid to the employee prior to the departure of the trip.

Breakfast	\$ 9.00
Lunch	\$10.00

Dinner \$19.00

Daily Total \$38.00

If the conference, event, or hotel provides a meal, no per diem shall be allowed for the meal provided.

When a trip requires an overnight stay, the following website will be used to determine the daily meal rate allowance. (www.gsa.gov/perdiems)

Mileage -- School vehicle to be used for all travel. If school vehicle is not available then the District will reimburse the employee the mileage rate adopted by the Board of Education less fuel charged to the school district fuel cards. Parking fees, toll road charges and bridge tolls, where applicable, will be reimbursed when a receipt is provided. Fines incurred while on school business are not reimbursable to the traveler.

Rental Car -- Depending on the number of people involved, the traveler will use the most cost effective rental car under the circumstances when other means of transportation are unavailable, and if approved in advance.

Taxi, Shuttle -- Travel to and from airports and convention sites should be made by the most cost-effective mode of travel. Receipts are required for reimbursement.

Lodging -- When traveling out of town or when travel requires an overnight stay, the cost of the room accommodations is reimbursable. Overnight stays shall be arranged at the most economical rate available for good quality. Consideration should be given to a location either at or within a reasonable distance from the conference site. When making reservations, ask about any available discount for government employees or the attendees of the conference you are attending.

Entertainment -- The district will not reimburse charges for phone, movies, internet, entertainment or expenses related to non-business activities. Internet access will be allowed for school business, written receipt will be allowed if this is the only method of receipt available and insurance pertaining to airfare, baggage or personal will not be allowed.

NON-REIMBURSABLE EXPENSES

The following will not be considered as reimbursable expenses:

- * Magazines, newspapers and other personal reading materials
- * Alcoholic beverages
- * Medical expenses incurred while traveling
- * Clothing and toiletry items, including laundry or dry cleaning charges
- * Television services
- * Health club, sauna, spa or massage fees
- * In-flight charges related to telephones, movies, headset rental, etc.
- * Any additional lodging costs other than the actual room rate and applicable taxes
- * Insurance pertaining to personal air travel, baggage or other personal insurance
- * Contributions or donations to charitable organizations
- * Loss or theft of personal funds or property
- * Fines for parking or other traffic violations
- * Additional expenses associated with spouse, dependent and/or guest travel
- * Any handwritten receipt
- * Any travel not approved by the board or the superintendent

Approved: August 6, 2001

Amended: November 9, 2009

Amended: July 18, 2011

Amended: June 6, 2015

Amended: December 7, 2015