

TRAVEL AND EXPENSE REIMBURSEMENT

General:

The District recognizes that its officials and employees may need to incur travel and other related expenses in the performance of their duties or responsibilities to the District (hereinafter referred to as "District Travel"). This policy applies to all employees, Board members, and candidates for employment, but not to independent contractors. Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Reimbursable expenses for District Travel may include airfare, mileage when the individual's own vehicle is utilized, taxi or limousine fare and tip, bus or shuttle fare, subway fare, railroad fare, lodging, meals including a tip of no more than fifteen percent (15%), registration fees, and other miscellaneous expenses related to District Travel (hereinafter referred to as "Travel Expenses"). All expenditures expecting reimbursement must be accompanied by itemized receipts. Certificate of attendance must also be included for travel expenses or workshop registrations.

Approval for Travel and Expenses:

Any person who is planning overnight District Travel shall submit a request on the district's request for travel form found on the school district website or in the staff handbook, to the Administrator responsible for the appropriation from which the Travel Expenses will be reimbursed. The Administrator shall review the request and determine if it is to be approved or denied. The Administrator may consider the purpose of the District Travel, how it will benefit the District, its employees, and/or students, whether other District personnel are attending, the extent to which the person has engaged in District Travel during the current fiscal year, the cost of the District Travel, the availability of funds, the length of the trip, and any other information the Administrator deems relevant.

By approving a travel request, the approving Administrator is certifying that the person requesting travel was duly authorized to incur Travel Expenses in the performance of policymaking, professional, technical, supervisory, or administrative duties or that such expenses are germane to furthering the interests of the District.

Reimbursement Requests:

The rate for mileage reimbursement will be determined and approved by the board of education prior to January first and July first every year using the standard IRS rate as a guide. Upon completion of authorized travel, persons requesting reimbursement shall submit the appropriate documentation for reimbursement of Travel Expenses within thirty (30) days after completion of authorized travel. Reimbursement requests shall not cover periods of over thirty-one (31) days. Where the travel period is continuous, subsequent claims for reimbursement shall be submitted as necessary to cover the continuous period. All reimbursement requests shall be submitted to the appropriate budget Administrator and shall include the appropriate Faculty/Support Staff Expense Sheet that can be found on the school's website or in the staff handbook.

Any requests for reimbursement that exceed \$25.00 per day for meals, or more than \$15.00 per meal, must be approved in advance by the Superintendent.

Personal Leave in Conjunction with District-Sponsored Travel: When personal leave or vacation leave is taken in conjunction with an employee's approved District-sponsored travel, the person's travel claim must indicate the exact date and time of departure from and/or return to official travel status. An employee shall not be reimbursed for travel and other related expenses incurred during a period of time when the employee is taking personal leave or vacation leave. Individuals shall not be reimbursed for

meals and/or lodging expenses incurred more than twenty-four (24) hours before and/or after the object of travel (i.e., the scheduled meeting, workshop, or conference) begins and/or ends unless there is a savings in travel costs related to airfares which exceeds the costs of any extra meals and/or lodging.

References: 70 O.S. 5-117 (Section 68, School Law Book, 1997)
HB 2909, 1998 Legislative Session
HB 1386, 1999 Legislative Session