



# EMPOWERING ALL STUDENTS FOR GLOBAL SUCCESS

## **The City of Madison Board of Education Travel Procedures**

The City of Madison Board of Education may authorize certain personnel to receive reimbursement for travel expenses. All travel will be the most economical means available. Droplet will be utilized to complete professional leave requests, expense reports and local travel reimbursements. Prior approval is required in order to travel and receive reimbursement.

Proper documentation for all reimbursements must be included and attached to the expense report for reimbursement. The appropriate supervisors are responsible for reviewing and approving all travel and expenses. Limits may be placed on the amount of authorized travel reimbursement. This should be explained prior to travel taking place. The finance department has the authority to deny extravagant charges such as hotel charges that have extra amenities. The finance department also has the authority to request additional information prior to issuing reimbursements. After approval, the reimbursement process could take up to 2 weeks. Expense reports must be submitted in Droplet no later than 90 days after travel and before the end of the fiscal year to receive reimbursement. Reimbursements received after the end of the fiscal year will not be reimbursed.

Each employee is responsible for their own travel arrangements and expenses to include hotels, meals, and transportation. Madison City Schools is not responsible for any lost, stolen or damaged items while traveling. No staff member is allowed to use a Madison City Schools credit card to pay for any form of travel or registration for themselves or any other employee. No staff member is allowed to use their personal credit card to pay for other employees' travel expenses (unless splitting a room or for transportation such as ride shares). A purchase order should be utilized to cover hotels and registration to minimize the financial responsibility for all employees.

## Explanation of Travel Expenses

**Local travel expenses** are defined as work day travel located within 50 miles of the Madison City limits. No reimbursement shall be authorized for travel between the employee's residence and usual workplace. The local travel reimbursement form should be completed for any trips that meet the definition above. A log of trips should be recorded by day and submitted to your supervisor at the end of each month.

*Documentation required for reimbursement: No additional documentation is required unless specified by your supervisor*

**Per Diem** is defined as expenses incurred during an official work trip. Employees may be reimbursed per diem of a daily maximum of \$50, based on the hours required for travel, and without having to provide receipts.\* Reimbursement may be restricted to meals provided by the conference at the discretion of the approving supervisor.

- Breakfast: \$10 / Employees may receive breakfast per diem if required to leave their home prior to 7:00 a.m.
- Lunch: \$15 / Employees may receive a lunch per diem if the trip is longer than 75% of their defined work day hours.
- Dinner: \$25 / Employees may receive a dinner per diem if they are traveling after 6:00 p.m.

*\*Bus Driver per diem for extracurricular activities differ from above, please see Madison City Financial Procedures*

*Documentation required for reimbursement: Schedules showing beginning and ending dates/times of event*

**Flight Expenses:** Employees may be reimbursed for travel based on the least expensive rate of driving versus flying. Employees should book air transportation as early and as cost effectively as possible.

Employees may be reimbursed for the following relating to flight expenses:

- General airport parking
- General long-term parking (if pre-approved)
- One carry on and one checked luggage

Employees will not be reimbursed for the following relating to flight expenses:

- Travel Insurance
- Upgraded tickets for more leg room or choosing a seat
- Paying for a service to register and check bags
- Additional fees for overweight/oversized bags
- Flight cancellation due to personal reasons

*Documentation required for reimbursement: Detailed receipt for airline ticket, receipt for parking, receipt for luggage*

**Personal Vehicle Use:** Employees may use their personal vehicle for travel, if pre-approved by their supervisor, and will only be reimbursed for mileage according to the Federal mileage rate. Mileage will only be reimbursed from work location to event or from home to event whichever is fewer miles. If any damages occur to an employee's personal vehicle while on district travel they will not be reimbursed by The City of Madison Board of Education.

If employees are not staying at the hotel reserved by the event, mileage will be reimbursed for trips to and from the hotel to the event. Trips taken to restaurants or activities outside of what is required by the event cannot be reimbursed.

*Documentation required for reimbursement: Google map showing starting and ending point with the total number of miles*

**Rideshare Expenses:** When traveling outside of the district, it may be more cost effective to utilize rideshare applications versus personal travel costs. The following ridesharing expenses may be reimbursed:

- Travel to and from the airport
- Travel to and from the event if not staying at the hotel reserved by the event
- Tipping as long as it does not exceed 25% of the total cost of the ride

*Documentation required for reimbursement: Detailed receipt showing a breakdown of each ride including tips.*

**Madison City School Vehicles:** Madison City Schools has a white fleet available to its employees for the purpose of carrying out school related business. When needed, reservations should be made through the transportation department.

*No documentation required since there is no reimbursement involved.*

**Lodging:** Employees will be reimbursed at the single standard room rate or the event discount rate (plus taxes). If all of the discounted hotel rooms reserved by the event are sold out/unavailable employees may be reimbursed for rates other than the event discount rate. Employees that need to stay additional nights outside of event dates may only be reimbursed with prior approval. All approval must be obtained via the professional leave request in Droplet.

The following related hotel expenses will not be reimbursed:

- Valet services unless required by the hotel (must include proof)
- Additional hotel nights before or after the required travel for personal reasons
- Room service, movies, entertainment, upgraded internet speeds

- Alcoholic beverages
- Damages incurred to the hotel room

*Documentation required for reimbursement: Detailed hotel receipt showing a breakdown of each nightly fee including a total for the entire stay.*

**Vacation Rentals:** In-lieu of a hotel stay, employees may be reimbursed for a vacation rental if the cost is the same or cheaper than the surrounding hotels; however, prior approval must be obtained. Vacation rentals are the sole responsibility of the employee. If damages are incurred to the rental employees will not be reimbursed for those charges.

*Documentation required for reimbursement: Detailed receipt showing a breakdown of each nightly fee including a total for the entire stay.*

Any questions related to reimbursements should be directed to your local school bookkeeper or central office bookkeeper.