

TRAVEL EXPENSES

Expense reimbursements for travel and conference shall be limited to:

- a. Registration fee for conference.
- b. Actual cost of coach airfare if approved in advance of ticket purchase or if a district vehicle is not available, mileage rate for automobile travel. If two employees travel together by automobile, only one claim may be submitted.
- c. It is expected that when available and appropriate, the district van or vehicle will be used. If travel is more than 200 miles round trip the District has a corporate account to rent a vehicle which can be scheduled through administrative approval channels and a purchase order. If a van or vehicle is not available, mileage from home/airport/home and parking (if applicable) will be reimbursed. Mileage will be at the federal rate and adjusted July 1 of each year. If the federal rate decreases, the decrease will take place at the same time as the federal decrease (usually January 1st). If you choose to use your own vehicle, you will be reimbursed based upon your fuel receipts.
- d. Taxi to airport/hotel/airport during trip as appropriate.
- e. Motel/hotel (single person rate only). For conferences, reimbursement for lodging shall be limited to the number of conference days plus one.
- f. Business related telephone calls and one 15-minute or less personal telephone call per day while away.
- g. The cost of meals including reasonable tips may be reimbursed up to the maximums indicated below. Meals that are included as part of tuition or conference fees and meals prior to start of travel or after travel is completed shall not be reimbursed. For individual meals claimed, the maximum allowed for each meal shall be as follows:
 - 1. Breakfast \$ 9.00 (Travel must begin before 7:00 AM to claim)
 - 2. Lunch \$ 11.00 (Travel must begin before 11:30 AM to claim)
 - 3. Dinner \$ 20.00 (Travel must begin before 6:00 PM to claim)

With a receipt, meals that are part of a conference, and a set rate is charged, are reimbursable at the cost of the meal.

When overnight travel for conference attendance requires an employee to be gone for three consecutive meals in one day and none of the meals are covered by the registration fee, that person is not limited to the individual meal allowances and may spend up to \$40.00 a day.

Employee may not receive reimbursement for tips (other than meals), valet service, dry cleaning, laundry, personal telephone calls (except as noted above), and loss or damage to personal property or for any expenses reimbursed by another entity or source.

Required Documentation

In order to receive reimbursement for expenses incurred, an employee must submit all of the following:

- a. Properly completed and approved district travel and expense claim form.
- b. Original receipt must be provided for registration fees, airline and other travel costs, and hotel/motel costs. Receipts for meals are not required. If an employee is claiming meals for other employees, receipts and names of those individuals are required. The amount claimed for other individuals may not exceed the allowable amounts.
- c. For conferences, a completed conference registration form is required.

The claim form must be signed by the employee, the employee's supervisor or authorized representative, and the budget representative. Claims and documentation should be submitted within ten working days of completing the travel or conference.

Prepayment of Travel and Conference Expense

For conferences and major trips, the following options are available to reduce the need for use of an employee's own resources. The following options require submittal of the necessary documents two weeks prior to cut-off dates.

- a. Purchase Orders - If conference organizers accept them, purchase orders should be used for conferences and conventions. Completed and approved purchase order requisitions must be in the Accounting Department two weeks prior to the cut-off date to ensure timely processing. Purchase orders may also be used for air travel if the travel agent accepts them.
- b. Air Travel Pre-payments - If the travel agent will not accept a purchase order, then a purchase order may be submitted so that a warrant may be issued for prepayment of a ticket. This must be submitted two weeks in advance of the need for the warrant to pay for the ticket.
- c. Travel Advance - An employee may request a travel advance for planned conference attendance to cover the cost of conference registration, lodging, travel, and meals by submitting the Cash Advance Request form. The properly completed form must be submitted two weeks in advance of the needed date for the warrant and must be signed by the employee, the employee's supervisor or authorized representative, and budget representative. As a condition of receiving the advance, the employee must certify that the amount requested is a reasonable estimate of the above costs and that they will file the Travel and Conference Expense claim form with proper documentation upon completion of the trip. The employee also authorizes the district to deduct the advance from their paycheck if the Travel and Conference Expense Claim is not filed within 45 days of completion of the trip.
- d. Credit Cards - Authorized employees may use district credit cards for prepayment of travel and conference expenses, subject to Board policy and published guidelines.