

SUGAR-SALEM SCHOOL DISTRICT No. 322

TRAVEL ALLOWANCES & EXPENSES POLICY #7430



FINANCIAL MANAGEMENT

7430

Official Travel Status

The official travel status is when an employee travels physically away from the district by a distance of **50** miles or more [one way] or includes an overnight stay.

Travel Allowances and Expenses

Every District employee and Board Member will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. All travel expenses must be reported on the District-approved travel voucher forms and, for employees, approval must be granted prior to traveling by the employee's supervisor and the Superintendent.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Meal	*Local Amount	**Out of Region Amount:	Travel time
Breakfast	\$13/meal/person	\$13/meal/person	Between 8:00 -11:00 AM
Lunch	\$17/meal/person	\$17/meal/person	Between 11:00 AM -1:00 PM
Dinner	\$25/meal/person	\$30/meal/person	After 4:00 pm
Daily Rate:	\$55/day/person	\$60/day/person	

***Local/In-regional Amount:** Any travel in the states of Idaho, Utah, Wyoming, and Montana.

****Out of Region Amount:** Any travel outside of the states listed above.

Note 1: When staff are utilizing a hotel that offers a continental breakfast as part of their amenities, then the staff would not be eligible for the breakfast per diem.

Note 2: When meals are served as part of participating in a workshop/conference, those meals are not covered with a meal per diem.

Mileage Reimbursement:	65.5 cents private vehicle per mile (this covers gas costs; receipts will not be needed)
------------------------	--

Tips and Gratuity:

Tips and gratuity are included in the Per diem allowance amount and cannot be claimed separately, even if the gratuity is unrelated to a meal expense. This includes all amounts related to taxi or airport shuttle services, baggage handling, hotel services, or for which gratuities are usual and customary for the services provided.

Laundry, Dry cleaning, and Entertainment:

The costs for laundry, dry cleaning, and entertainment [i.e. in-room movies, video games, pay-per-view television or similar items] are not allowable expenses to be charged or reimbursed by the district.

Types of Travel

- **In District Expenses:** District employees and Board Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to District business. Actual mileage driven for pre-approved in-District travel shall be reimbursed. It is the responsibility of the Board to review travel within the District by the Superintendent or by Board Members.
- **Out of District Travel:** Travel outside of the District must be pre-approved. Board Members shall obtain Board approval prior to incurring out of District expenses, and employees shall obtain prior approval from their supervisor and the Superintendent.

Documentation of Expenses

Expenses not in compliance with this policy shall not be reimbursed or paid by the Board.

Prior to reimbursement of actual and necessary expenses, the District employee or Board Member must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item and any appropriate travel expense or voucher form. Expenses requiring prior approval must also include a copy of the written prior approval. Employees shall submit their receipts, travel expense forms, and voucher forms to the district business office. Failure to provide a detailed receipt may make the expense non-reimbursable.

The Board directs the Superintendent to promulgate procedures specifying which expenses shall be reimbursable for travel of different distances and durations.

Traffic Violations:

Any infractions of traffic laws and resulting fines are the sole responsibility of the traveler and are not a reimbursable expense by the district. Traffic and parking tickets are an infraction of state or local traffic laws and are not reimbursable regardless of whether you are in a personal or district vehicle.

Travel Costs Under Federal Award

General: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of a grant recipient. Such costs may be charged on an actual cost basis, or on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip and results in charges consistent with those normally allowed in like circumstances in the recipient's non-federally funded activities and in accordance with the recipient's written travel reimbursement policies.

Lodging and subsistence: Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of its written travel policy. In addition, if these costs are charged directly to the federal award, the director of the federal program will approve the expense, and the district maintain documentation through the appropriate payment process justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with this policy and any related procedures.

Commercial air travel: Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

OTHER MEALS AND REFRESHMENTS at ENTITY-SPONSORED MEETINGS

The district recognizes the importance of sponsoring meetings and training sessions for specific purposes, and that refreshments and meals may be provided to ensure the best utilization of attendee time under the following criteria. Routine employee or staff meetings, social gathering sponsored by departments or schools, or similar gathers shall not qualify for refreshment or meal costs as noted below.

Refreshment/snacks:

- a. The meeting has a published agenda where attendance is mandatory
- b. The meeting has an intended duration of three hours or more as shown on the agenda
- c. There are 8 or more attendees

Meals:

- a. The meeting has a published agenda and attendance is mandatory, for an identified business purpose.
- b. The meeting has an intended duration of six hours or more as shown on the agenda.
- c. There are 10 or more attendees
- d. The meeting's purpose is furthered by presentations or interpersonal exchange during the meal period.

Legal Reference: I.C. § 33-701 Fiscal Year – Payment and Accounting of Funds
 2 C.F.R. § 474 Travel Costs

Additional Reference: Idaho State Travel Policy and Procedures Manual; 17 January 2023 Revised version

Policy History:

Adopted on: December 2007

Revised on: April 2021, July 2023

Reviewed on: