

# MODESTO CITY SCHOOLS

## Administrative Regulation

AR 3350

### BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

#### Travel/Conference Expenses

##### In-District Travel

Travel within Stanislaus, ~~Merced and San Joaquin Counties~~ County shall be considered “in-district” travel and a Travel Request Form shall not be required.

Reimbursement for use of a private vehicle for in-district travel shall be submitted on the Mileage Reimbursement Claim Form and shall be paid at the current IRS-approved rate. Mileage Reimbursement Claim Forms may be submitted at the end of each semester or when the cumulative reimbursement amount reaches \$25.00.

Conference registration for in-district travel shall be paid with a District credit card or submitted through the requisition process.

Meals associated with in-district ~~or same day~~ travel are not ~~allowed~~ District funded unless part of a specific meeting or conference. Prior approval by the appropriate Division Associate Superintendent is required.

##### Out-of-District Travel

Travel Request Forms must be approved by the immediate supervisor **and** the Superintendent/designee prior to committing any funds. ~~and shall be forwarded to the Accounting Department at least two weeks in advance of any trip or conference.~~ Travel not approved in advance by the supervisor and Superintendent/designee may not be reimbursed, at the District’s discretion. All out-of-state travel requires approval by the Superintendent.

~~After the Travel Request Form has been approved, the District will advance funds for conference registration, airfare, and hotel accommodations.~~

- ~~1. Advance payments for conference registration or airfare may be made using a District credit card or by requesting an advance check for payment.~~

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~~2. Hotel accommodations should be paid for using the District credit card to hold the reservation. Credit Card Authorization Forms should be requested by the site/department and sent to the hotel for all charges to be charged to the District Credit Card in advance.~~

~~Advances for other expenses will be made only if approved by the Associate Superintendent, Business Services, Chief Business Official, under special circumstances. Advances will **not** be made for non-employees such as parents or community members.~~

Once a Travel Request Form is approved, the Concur booking tool may be used to book hotel, airfare or rental vehicles. A District credit card may be used if special pricing is available outside of Concur.

Completed travel claims and all accompanying receipts must be approved by the supervisor and filed with the Accounting Department within ~~30~~ 10 days of completion of travel.

### Allowable Expenditures

With the exception of meals and bridge tolls, all travel expenses claimed **must** be accompanied by a receipt or other documentation. Allowable expenses are restricted to reasonable and necessary **actual** expenditures.

Please refer to the Business Services Division Procedures, Guidelines and General Information Handbook for more details on allowable expenses for traveling.

1. **Hotel accommodations** at the single occupancy rate will be allowed if an overnight stay is necessary. Room sharing is encouraged when more than one District employee is attending the same meeting.
2. **Transportation expenses** will be allowed based on the lowest total cost alternative and consideration of required travel time. In order to minimize travel costs, car pooling shall be utilized whenever possible.

**BUSINESS AND NON-INSTRUCTIONAL OPERATIONS****Travel/Conference Expenses**

- **Airfare** is restricted to economy rates unless approved by ~~the~~ **an Associate** Superintendent. Total air travel costs include mileage to and from the departure airport, tolls, parking, and the lowest cost alternative shuttle service from the destination airport to the meeting location. Early Bird and non-refundable tickets are not allowed to be purchased.
  - **Private vehicle** will be reimbursed at the current IRS-approved mileage rate along with bridge tolls and parking fees.
  - **Rental vehicles** will not be allowed unless no other means of transportation from the destination airport to the meeting location is available. A rental vehicle may be approved if travel among various locations at the destination is required and not otherwise reasonably available. The District will pay for a rental vehicle in the economy to standard classification or, if the number of District passengers warrants, a van. In no case will the District pay the additional cost for premium, luxury or sport/utility vehicle rentals. The “loss damage waiver” must be purchased and will be considered a reimbursable cost.
3. **Meal reimbursements** shall be based on **United States General Services (GSA) rates for the destination of travel. ~~actual and necessary~~ meal costs within prescribed allowances, including gratuities. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitations prescribed herein, only the actual amount may be claimed.**

**Meals that are provided by the hotel or conference event must be deducted from the expense report prior to submitting.**

- ~~➤ Due to IRS regulations, meals are not allowed for daily travel. This includes both in-county and out-of-county.~~
- ~~➤ Meals included in a conference or meeting and for which there is a prescribed fee are not subject to these limitations.~~

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➤ ~~The maximum meal allowance per day is \$46.00 for multiple travel days. If less than a full day's travel is required or if a meal is included in a conference registration, the following limitations apply:~~

<del>Breakfast</del>	<del>————</del>	<del>\$11.00</del>
<del>Lunch</del>	<del>————</del>	<del>\$12.00</del>
<del>Dinner</del>	<del>————</del>	<del>\$23.00</del>

4. **Miscellaneous expenses** such as purchase of conference materials, telephone, fax or wi-fi expenses may be reimbursed if necessary for official District business and approved by the supervisor.

**Non-Reimbursable Expenses**

Personal expenses such as entertainment, transportation to and from entertainment, leisure tours, alcoholic beverages, gifts, personal telephone calls, or expenses for guests/spouses/friends are **not** reimbursable.

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