

MODESTO CITY SCHOOLS

Board Policy

BP 3350

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Travel Expenses

The Governing Board recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

(cf. 9250 - Remuneration, Reimbursement and Other Benefits)

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law and Board policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

(cf. 3100 - Budget)

(cf. 3110 - Transfer of Funds)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

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→ All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the ~~Board~~ Superintendent.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or ~~monthly basis as determined by the Superintendent or designee.~~
(Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on district business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

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Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

~~When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.~~

Legal Reference:**EDUCATION CODE**

42634 Itemization of expenses

44016 expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense

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Management Resources:

INTERNAL REVENUE SERVICE PUBLICATIONS

Per Diem Rates (For Travel Within the Continental United States), Publication 1542

WEB SITES

Internal Revenue Service: <http://www.irs.gov>

U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>

- ~~1. This policy applies uniformly to employees, Governing Board Members, and representatives of the Governing Board.~~
- ~~2. Travel includes conducting District business and attendance at workshops, seminars, conventions, conferences or other meetings of interest to the District.~~
- ~~3. If travel is necessary during the normal workday of the employee and involves no cost to the District other than employee salary and/or mileage within the county, the Superintendent or employee designated by the Superintendent for such purposes may authorize travel, subject to other provisions of this policy.~~
- ~~4. If travel is to involve costs to the District other than mileage or the employee salary while absent from the work location, a travel request form shall be prepared by the employee and shall include a detailed cost estimate. Without regard to cost, a travel request form will be prepared in all instances of out of county travel. All costs in conjunction with travel shall have been provided for in the District budget.~~
- ~~5. The Superintendent shall be required to approve the travel request form unless delegated to other designated personnel.~~
- ~~6. When employees of the District are directed to attend out of district conferences, workshops, meetings and conventions as part of their official duties, they shall be reimbursed the actual and necessary expenses incurred in the course of performing services for the District.~~

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~~7. The Superintendent/ designee may approve conference or travel expenses for non-employees (students, residents, volunteers) as “representatives of the Board.”~~

~~8. Staff members may, upon approval of the Superintendent/designee, attend out-of-district conferences, District institute activities, workshops, meetings and conventions.~~

~~Expenses incurred in attendance at such voluntary meetings may be reimbursed to the individual on a full or partial basis, depending upon funds available and prior approval of the Superintendent/designee. In the absence of prior approval, payment is at the discretion of the Superintendent.~~

~~9. The District will not pay expenses for participants and officers of education based organizations when the organization concerned customarily does so.~~

REVISED: December 5, 1988
March 28, 1994
November 12, 2002