

Regulation 4133: ^Travel/Reimbursement

Status: DRAFT

Original Adopted Date: Pending

Travel expenses for the attending a workshop, training or conference require the completion and approval of the workshop/training form which shall be submitted a minimum of two weeks prior to the event. The form is to be submitted to an employee's immediate supervisor for approval and forwarded to the appropriate Director or Chief Officer for approval. Board of Trustee's travel expenses are approved by the Superintendent. The Superintendent may grant exemptions to the expense caps listed below based on special circumstances. Within two weeks of returning from the event, the employee shall complete an accounting of all expenses and a request for per diem meal expenses and any other related travel expenses not prepaid by the district.

Conference and Workshop Expenses - The following expenses shall be listed on the Workshop/Training Form and are permissible expenses. Whenever possible, the prepaid expenses shall be done through district credit card, purchase order, or check. Expenses for an individual of up to \$2500 for a single conference/event or \$5000 for two or more individuals for a single event shall be approved by the Director or Chief Officer supervising the budget. Expenses over that amount shall be approved by the Superintendent's Cabinet. ~~All expenses from federal categorical funds shall also be approved by the Categorical Specialist.~~

The following expenses are to be listed on the Workshop/Training form

1. Registration including general sessions, specific workshops, materials fees, pre-conference workshops, and school/company visitations are permissible expenses. Special events involving recreation destinations or entertainment venues or special ticketing prices for destination areas near the conference must be paid by the employee and may not be attended during work hours.

2. Lodging

a. Cost may not exceed the single occupancy rate charged by the hotel or motel.

b. A district credit card shall be used to secure the lodging reservation and authorize payment for the lodging.

c. The following are not reimbursable:

(1) In-room movies

(2) Alcoholic beverages/bar tabs

(3) Laundry services

(4) Other personal services

3. Meals

A daily maximum of \$50 is allowed for meal expenses. No receipts are required by the district.

a. If travel is for less than a full day or if one or more meals is provided through the training/conference or by the hotel, the per diem meal limits are as follows:

Breakfast \$10.00

Lunch \$15.00

Dinner \$25.00

Total \$50.00

b. In the unusual circumstance that the overall daily meal reimbursement limit is insufficient to cover extraordinary meal situations due to location and other cost factors, the Superintendent may authorize an increase to the per diem meal allotment

c. Banquets: A banquet meal which is an official part of a conference and for which there is a prescribed fee can be included within the conference registration and only meals not included in the conference cost will be covered.

4. Transportation

Travel will be by the most reasonable means available taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties. The district will approve the cost of the least expensive mode of transportation.

Travel by Vehicle.

a. If a district vehicle or district-arranged carpool transportation is available, individuals will not be reimbursed for travel by personal vehicle.

b. Authorized travel will be reimbursed in accordance with the rate and regulations determined by the Internal Revenue Service

c. The mileage between an employee's home and his/her main or regular place of work must be excluded from reimbursement during regular work hours. This mileage is a personal commuting expense and must be excluded no matter how far the employee's home is from his/her regular place of work. Personal commuting mileage must be excluded from reimbursement even if the employee works during the commuting trip. (IRS Publication 463).

Travel by Airline and/or Train

d. Travel by airline or train will be allowed if the expense is equivalent to or less than the cost of vehicle travel (including additional meals and lodging expenses). It may also be allowed based on the amount of time required for an employee to travel at the expense of performance of other duties

3. Other Travel Allowances

a. While traveling on official district business, the following expenses are also reimbursable at actual cost:

(1) Necessary taxicab, airport limousine or bus fares.

(2) Parking fee

(3) Toll bridge fees.

(4) Required internet connection fees (or apps for participation if using a district device)

(5) Other justifiable out-of-pocket expenses may be approved based on a review of special circumstances.

(6) Out-of-State Travel

Out-of-state travel requires prior approval by the Superintendent or designee and the Board of Trustees.

Policy Reference Disclaimer:

These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

Notice

Unique Policy

Description

This policy is unique to the district/COE and is not connected to an existing CSBA sample policy or included in regular quarterly updates from CSBA.