



Book	Administrative Guidelines
Section	6000 Finances
Title	PROFESSIONAL TRAVEL
Code	ag6550
Status	Active
Last Revised	August 9, 2019

6550 - **PROFESSIONAL TRAVEL**

A. **Professional Leave**

Professional travel is considered to be at least ½ day when the employee is away from their assignment for professional growth. Requests for travel must be initiated in advanced by means of the Corporation's Professional Leave Form (when a sub is requested) or requesting a Professional Leave day in Skyward. The Superintendent or his/her designee must approve in advance all requests to attend meetings or travel outside the Corporation. All travel claims submitted for reimbursement must be approved by the Board of School Trustees.

In those cases where an employee requests permission to attend a conference, the following expenses may be partially or totally paid provided the request has approved by the Superintendent or his/her designee:

1. Transportation – actual fare by public carrier or by private car at the current per mile rate established by the IRS. Where the one-way distance exceeds 300 miles, the claimant's reimbursement for travel will not exceed cost of roundtrip plane fare (coach). Documentation of mileage or fare is required. The expenses of ground transportation service between airport and hotel are allowable, if receipts are provided. Parking and tolls are also allowed with appropriate receipts.
2. Meals – The Superintendent shall annually establish a per day limit on meal reimbursement. Itemized receipts must be presented to obtain reimbursement.
3. Lodging – employees will be reimbursed for lodging expenses. The employee is expected to acquire adequate lodging and to avoid lodging that is luxurious. Employees may be asked to share a room when more than one employee is attending the same meeting. In such cases, only one employee will submit the lodging claim. When the employee takes his/her spouse along, the Corporation will pay the single occupancy rate only.
4. Registration – registration fees may be partially or fully allowed depending upon the amount and budget capability.

B. **Reimbursement Procedures**

The Superintendent or his/her designee reserves the right to specify modes of travel, lodging and eating arrangements in order to achieve reasonable economy. Such modifications will be described to the employee(s) before the trip occurs.

1. Meal Reimbursement:

a. What is paid?

Employees that have an approved professional leave day, are entitled to reimbursement for approved expenses. Items may include meals & tips, travel, registration fee, parking and hotel expense.

Reimbursement for meals (including tip) is limited to **\$60.00 per day** (effective 07-01-19), for both in state or out of

state travel. The daily limit is just that - a limit that can be spent that day. It's important for staff to take advantage of hotel amenities such as a free continental breakfast or when a lunch or dinner is included in the conference or professional development registration fee.

A school district credit card should not be used to charge a meal when traveling.

b. What is not paid?

Meals for meetings of one-day duration will not be reimbursed, with the following exceptions: (1) a meal that is included in a registration fee, or (2) a noon meal for a meeting outside district property may be reimbursed up to \$20.00. Guest's or spouse's meals are not reimbursed. If an employee travels with a spouse, the spouse's meal must be on a separate receipt. This would also be true for items such as an airline ticket for a spouse.

Meals for anyone other than the traveling employee will not be reimbursed. Do not pay for another employee's meals.

Do not turn in receipts which include alcoholic beverages. If alcoholic beverages are purchased, obtain a separate receipt and do not turn that receipt in for reimbursement.

There will be no reimbursement for food, snacks, candy, pop, etc. that are not purchased as part of a meal in a restaurant, hotel, airport, or convention center.

Excessive tips will only be reimbursed up to 22%.

c. What documentation is needed?

State Board of Accounts requires an **itemized ticket or receipt** that shows the food items ordered. All claims, invoices, receipts, and accounts payable vouchers regarding reimbursement for meals and expenses for individuals must have specified detailed information. Credit card receipts or tear-off receipts filled in by hand that shows the total amount spent will not be accepted.

An Accounts Payable Voucher Form or Travel Expense Form must be completed and an approved Professional Leave Request Form must be attached if a sub is requested. If reimbursement for room service is submitted, the receipt must detail the food purchased. An amount on a hotel checkout sheet will not be accepted.

See Steps for Reimbursement.

2. Mileage Reimbursement:

a. What is paid?

Employees traveling to a seminar, meeting, or other authorized travel will be reimbursed for mileage. The employee must be the driver of his/her own vehicle to receive mileage reimbursement. Mileage must begin at the building where you are assigned, not from home, unless the overall mileage is less beginning at your home.

b. What documentation is needed?

An Accounts Payable Voucher Form must be completed and an approved Professional Leave Request Form must be attached if a sub is requested. Reimbursement requires the use of the district's mileage chart (located on our website), or a MapQuest printout. Mileage is reimbursed at the approved IRS rate.

See steps for reimbursement.

3. Other Reimbursements:

a. What is paid?

Employees that have an approved professional leave day, are entitled to reimbursement for approved expenses. Items may include registration, parking fees, supplies, transportation such as a cab fare and lodging.

b. What documentation is needed?

State Board of Accounts requires an itemized ticket or receipt that shows any expenditure. Credit card receipts or tear-off receipts filled in by hand (other than cab receipts) that show the total amount spent will not be accepted.

An Accounts Payable Voucher Form or a Travel Expense Form must be completed and an approved Professional Leave Form must be attached if a sub is requested.

C. Steps for Reimbursement

1. An Accounts Payable Voucher Form must be completed with employee name, home address and the building where a payroll check is received.
2. A complete description of each expense must be listed on the form.
3. Original itemized receipts must be attached.
4. Sign the voucher.
5. The building principal and/or program director will sign the voucher and assign an account number if necessary.
6. Forward the voucher to Accounts Payable for processing.

It is expected that all expenditures will be of a "reasonable and justified" nature. The corporation will not reimburse expenses that are considered excessive or extravagant.

The Superintendent has the authority to waive specific requirements in special circumstances.



Book	Administrative Guidelines
Section	3000 Professional Staff
Title	BUSINESS RELATED TRAVEL REIMBURSEMENT
Code	ag3243
Status	Active
Adopted	February 1, 2004
Last Revised	August 9, 2019

3243 - **BUSINESS RELATED TRAVEL REIMBURSEMENT**

A. **Business Related Travel**

Business related travel is defined as travel related to the job that has been approved/directed by the employee's supervisor and does not involve lodging or registration. Travel involving lodging or registration should be submitted on a Professional Leave Form. All travel claims submitted for reimbursement must be approved by the Board of School Trustees.

The following expenses may be partially or totally paid provided the request has been approved by the Superintendent or his/her designee:

1. Mileage – actual mileage in the employee's vehicle at the current per mile rate established by the IRS. Documentation of mileage is required.
2. Parking and tolls – these will be reimbursed with appropriate receipts.
3. Individual Meals – Meals must be associated with a specific district purpose and must be approved by your supervisor. There is no limit on reimbursement, but expenses are expected to be of a "reasonable and justified" nature.
4. Meeting Meals – If you are part of a business related meeting and pay the entire cost for all participants, this will be reimbursed with your supervisor's prior approval. There is no limit on reimbursement, but expenses are expected to be of a "reasonable and justified" nature. Documentation should be provided showing the names of each person for which a meal was purchased.

B. **Reimbursement Procedures**

The Superintendent or his/her designee reserves the right to specify modes of travel and eating arrangements in order to achieve reasonable economy. Such modifications will be described to the employee(s) before the trip occurs.

1. Meal Reimbursement:

a. What is paid?

The expense of meals as described in paragraph A.

b. What is not paid?

Do not turn in receipts which include alcoholic beverages. If alcoholic beverages are purchased, obtain a separate receipt and do not turn that receipt in for reimbursement.

There will be no reimbursement for food, snacks, candy, pop, etc. that are not purchased as part of a meal in a restaurant, hotel, airport, or convention center.

Excessive tips will only be reimbursed up to 22%.

c. What documentation is needed?

State Board of Accounts requires an **itemized ticket or receipt** that shows the food items ordered. All claims, invoices, receipts, and accounts payable vouchers regarding reimbursement for meals must be have specified detailed information. Credit card receipts or tear-off receipts filled in by hand that shows the total amount spent will not be accepted.

An Accounts Payable Voucher Form must be completed.

See steps for reimbursement.

2. Mileage Reimbursement:

a. What is paid?

Employees traveling to a seminar, meeting, or other authorized travel will be reimbursed for mileage. The employee must be the driver of his/her own vehicle to receive mileage reimbursement. Mileage must begin at the building where you are assigned, not from home, unless the overall mileage is less beginning at your home.

b. What documentation is needed?

A mileage claim form must be completed. Reimbursement requires the use of the district's mileage chart (located on our website), or a MapQuest printout. Mileage is reimbursed at the approved IRS rate.

See steps for reimbursement.

3. Other Reimbursements:

a. What is paid?

Employees are entitled to reimbursement for other approved expenses including meals, parking fees, and tolls.

b. What documentation is needed?

State Board of Accounts requires an itemized ticket or receipt that shows any expenditure. Credit card receipts or tear-off receipts filled in by hand (other than cab receipts) that show the total amount spent will not be accepted.

An Accounts Payable Voucher Form must be completed.

C. Steps for Reimbursement

1. An Accounts Payable Voucher Form must be completed with employee name, home address and the building where a payroll check is received.
2. A complete description of each expense must be listed on the form.
3. Original itemized receipts must be attached.
4. Sign the voucher.
5. The building principal and/or program director will sign the voucher and assign an account number if necessary.
6. Forward the voucher to Accounts Payable for processing.

It is expected that all expenditures will be of a "reasonable and justified" nature. The corporation will not reimburse expenses that are considered excessive or extravagant.

The Superintendent has the authority to waive specific requirements in special circumstances.