

TRAVEL
AUTHORIZATION AND
PLANNING

Each District employee who is authorized to travel assumes, with the acceptance of that authorization, a responsibility to limit travel expense claims to those actually incurred on travel that is clearly for the purpose of discharging essential official business of the District. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

Administrators who are responsible for making travel assignments and for approving travel plans have the additional responsibility of limiting travel plans to those trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

Employees must secure written approval for travel on the appropriate District form.

TRAVEL EXPENSE
REIMBURSEMENT

Employee expenses associated with authorized trips will be reimbursed in accordance with the following allowances:

LODGING

1. The cost of the lodging will be reimbursed an amount not to exceed \$85.00 per day, unless otherwise approved by the Superintendent, provided the traveler's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. The District will not pay for room service, movies, personal telephone calls, or other types of personal service.

MEALS

2. An employee will receive reimbursement for meals only to the maximum amounts established below, unless otherwise approved by the Superintendent:
 - a. Breakfast \$8.00
 - b. Lunch \$12.00
 - c. Dinner \$16.00

To be eligible for a meal reimbursement, the traveler must be away from the District a minimum of six (6) consecutive hours, unless otherwise approved by the Superintendent. To be eligible for a full day (three meals), the traveler must leave home before 6:00 a.m., and/or must return home after 8:00 p.m.

A "paid" bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must carry the date of the meal, the name and location of the food establishment, and the signature of the employee.

REGISTRATION
FEES

Registration fees paid by the employee will be reimbursed if the employee submits a "paid" bill or receipt from the meeting sponsor.

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| | <p>Reimbursement will not include membership fees in a professional organization, unless otherwise approved by the Superintendent.</p> |
| <p>PUBLIC TRANSPORTATION</p> | <p>Actual costs for public transportation will be reimbursed. Employees, when traveling by commercial airline, must travel tourist/economy class when such space is available. Receipts for public transportation must be attached to the traveler's request for reimbursement.</p> <p>Taxi cab expenses will be reimbursed at actual cost. To the extent possible, employee must attach receipts for any taxi expenses.</p> <p>Car rentals will be reimbursed at actual cost. Receipts for car rental costs must be attached to the traveler's request for reimbursement. A detailed justification for the car rental must be attached to the request for reimbursement.</p> |
| <p>PRIVATE TRANSPORTATION</p> | <p>Travel outside of the District in the employee's private vehicle will be reimbursed at 55 cents per mile. The Superintendent may, also, approve reimbursement for travel inside the District. Mileage claims will be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted, as well as documented incidental travel in the destination city.</p> <p>The maximum reimbursement for the use of personally owned vehicles will be the amount that the employee would have incurred by using the lowest available airline fare.</p> <p>When two or more employees of the District travel with the same itinerary on the same dates, only one may claim a travel reimbursement for mileage in a personal vehicle. An exception may be made if more than four employees use more than one vehicle to attend a meeting or conference. Mileage reimbursement will be allowed for one vehicle for each four employees and for any fraction in excess of a multiple of four employees. If, in any instance, it is not feasible for these employees to travel in the same vehicle, they may request prior approval for reimbursement for travel for each person authorized to use his or her personal vehicle in such travel.</p> <p>When an employee travels for District business in a private vehicle, he or she must furnish evidence of insurance to the District.</p> |
| <p>PARKING COSTS</p> | <p>An employee who drives a vehicle to a meeting and is required to pay a parking fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.</p> |
| <p>MISCELLANEOUS EXPENSES</p> | <p>The District will make reimbursement for other miscellaneous expenses, such as tips, tolls, and the like, when the employee docu-</p> |

COMPENSATION AND BENEFITS
EXPENSE REIMBURSEMENT

DEE
(REGULATION)

ments those expenses and presents receipts, to the extent feasible.

REIMBURSEMENT
DEADLINE

The District will make reimbursement for properly documented expenses only if the request for reimbursement is submitted to the District's business office on the appropriate forms, with any necessary receipts attached, no later than 35 days after the trip.

ADVANCED TRAVEL
FUNDS

An employee will not be issued travel funds in advance.