

Procedure 4-108.C Staff Development - Travel Reimbursement

Travel Regulations

Realizing that travel is an important function, especially to in-service education growth, the following regulations are designed to ensure the most equitable distribution of the District's available resources:

Travel Allotments

Special projects. When engaged in a study for special purposes, such as construction or studying new programs, the allotment will be on an as-needed basis, as approved by the Superintendent or the Superintendent's designee.

Conventions/conferences. National conventions and national academies may be attended based on budget availability and with the approval of the Superintendent.

Specific Items Involving Reimbursement

Travel reimbursement. If travel is reimbursed, the mode of travel must be approved ahead of time by the Superintendent or Associate Superintendents and will be at the following rates:

- A. Current approved state rate per mile for car travel.
- B. Lowest air fare for best accommodations available.
- C. If more than one (1) employee of the District attends the same conference and auto travel is approved, it would be expected that the employees would travel together unless contrary approval is made ahead of time.
- D. A general rule is that auto travel should be used within a radius of two hundred (200) miles from Tucson (four hundred [400] miles round-trip).
- E. A satisfactory report shall be made on such forms as the administration shall provide.

Lodging reimbursement:

- A. If lodging reimbursement is approved, the room accommodations should fall within the medium price bracket. The Arizona Department of Administration (DOA) lodging cost index should be considered as maximum dollar amounts, with suitable accommodations usually available at lesser costs. However, if the employee can demonstrate that suitable accommodations cannot be obtained at the maximum dollar allowance, then the employee may request in advance of the trip that the Superintendent approve an amount above the maximum.
- B. Lodging reservations are to be made in coordination with the central district office

Meal reimbursement:

- A. If meal reimbursement is involved, approval should be requested in advance.
- B. The employee pays for meals and is reimbursed upon presentation of a claim after convention attendance.
- C. Meals are reimbursed at a maximum of the DOA schedule pertaining to per diem and incidental expenses.

Other reimbursements:

- A. Reimbursement for other expenses must be approved ahead of the conference.
- B. The employee pays miscellaneous costs and is reimbursed upon presentation of a claim after conference attendance.
- C. Receipts should be attached to the claim.
- D. Organizational membership dues normally will not be reimbursed.

Amphitheater Public Schools