BURNSVILLE-EAGAN-SAVAGE SCHOOL DISTRICT

Regulation 412 Expense Reimbursement for Travel

The following regulations are to be followed for reimbursement of expenses for authorized travel on behalf of the district. Only school board members, employees and board appointed agents are eligible to travel at district expense. All travel at district expense must be for the district's interest or benefit. Eligible district travel shall not include routine commuting trips between an employee's residence and workstation. No advances are allowed for travel expenses. Expense reimbursement forms must be submitted within 60 days of incurring the expense. All exceptions to the above must be approved by the board.

Travel Authorization

- Travel by employees at the district's expense within the lower forty-eight states must be pre-approved by the appropriate *Authorizing Administrator*.
- Travel by employees at the district's expense outside the lower forty-eight states must be pre-approved by the superintendent.

Authorized Expenses for Reimbursement

The district will reimburse officers, employees and appointed agents all authorized expenses incurred while on an approved trip.

Authorized Transportation

- Mileage – Reimbursement for use of personal vehicle shall be limited to the mileage rate established by the Internal Revenue Service. This applies to both in-district and out-of-district travel.
- Ground Transportation
    - If cost free shuttle service is not available, commercial vehicle fares will be allowed for transportation to and from airports and between the place of lodging and the conference site. Gratuity expenses shall not exceed 10%.
    - The cost of leasing a vehicle for ground transportation will not be reimbursed unless commercial transportation is unavailable or not cost effective. The rate of reimbursement will be the rate for the standard car size or appropriate size vehicle for the number of attendees.
- Carpooling or obtaining a ride to the airport is preferred; however, when not possible, reasonable airport parking reimbursement will be made with receipts (please consider Park and Ride or other cost effective means of parking).
- Air Transportation - Commercial air transportation must be booked by the appropriate *Authorizing Administrator* for the event on a district provided purchasing card. The district will only cover one checked bag fee. The district will not pay for first class or seat upgrades.

Authorized Meals*

The district will provide employees a per diem for meals while out of the district on school business. The use of a district purchasing card to purchase meals during out-of-district travel is not allowed. The district will not reimburse employees for meals that are included in the registration fee paid by the district. A full day is interpreted to mean a departure prior to 6am and arrival after 7:00 pm or a presence out-of-district between those hours. A printout of the www.gsa.gov/perdiem page for locality of travel must be provided for reimbursement.

Authorized Lodging

- ~~The district will reimburse the costs for standard lodging~~. The district will provide standard lodging utilizing a district provided purchasing card. Attempts should be made to find adequate accommodations at the most cost effective rates. Wireless internet fees for work purposes are allowable.

Authorized Registration

Review: 10/20/2026~~08/27/2026~~

- The district will pay the full cost of registration for the employee's attendance at a conference, convention, or meeting.
- The district will not pay that portion of a registration fee that is attributable to course credits provided by a college or university.

Required Documentation

- Receipts are required for all lodging, airfares, commercial transportation, parking, ground travel and registrations. The meal per diem must be supported by conference registration, flight itinerary or tickets, www.gsa.gov/perdiem printout for locality of travel and submitted upon return from the conference or event with the expense reimbursement form. All claims for reimbursement of travel expenses must be approved by the *Authorizing Administrator* for compliance with this regulation. All claims must be signed by the employee and the *Authorizing Administrator* before submission to the Accounting Office.

Unallowable Expenses

- The District will not reimburse employees for personal expenses. Personal expenses include the following:
  - Room service
  - Alcoholic beverages
  - Personal property
  - Entertainment
  - Personal phone calls
  - Expenses for other than district employee
  - Tobacco
  - Parking and/or traffic violations
  - Child care expenses
  - Laundry/dry cleaning
- Exceptions to allowed travel expenses must be approved by the superintendent.

In-District Travel Expenses

- Employees who incur in-district travel expenses shall submit their reimbursement claims to their immediate supervisor within 60 days of incurring the expense.