

**5:60 AP**

**Administrative Procedure - Federal and State Grant Travel Expense Procedures**

Employees must follow these procedures, in addition to the requirements of the Board policy 5:60, Expenses subhead entitled Additional Requirements for Travel Expenses Charged to Federal and State Grants, when their travel expenses are charged to federal grants and State grants governed by the Grant Accountability and Transparency Act (GATA).

**Use of Expense Forms**

Employees will submit their estimated travel expenses through the Harlem Travel Request link in Harlem Connect, Employee Estimated Expense Approval Form, in advance of travel and 5:60-E1, Out of District Travel & Meal Reimbursement Form, following completion of travel. When travel expenses will be charged in part to grant funds and in part to non-grant District funds because certain expenses exceed those permitted to be charged to a grant by policy 5:60, Expenses, and/or these procedures, the Superintendent or designee notes that fact and the amount to be charged to each funding source in the “Comments” field on 5:60-E1, Out of District Travel & Meal Reimbursement Form, and/or the “Comments” field on 5:60-E2, Employee Travel Request Approval Form through Harlem Connect, as applicable. Employees must receive approval prior to any out of district travel requiring reimbursement.

**Registration Fees**

When possible, registration fees will be paid by the District in advance.

**Transportation Costs**

The least expensive transportation shall be used. Employees will be reimbursed for:

1. Air travel at the coach or single class commercial airline rate. Copies of airline tickets **or confirmation, including cost** must be attached to the ~~expense voucher~~ **5:60-E1, Out of District Travel & Meal Reimbursement Form**.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets will be attached to the ~~expense voucher~~ **5:60-E1, Out of District Travel & Meal Reimbursement Form** to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for personal automobile use in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.

4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be approved by the Superintendent or designee and explained on the expense voucher **5:60-E1, Out of District Travel & Meal Reimbursement Form**.
5. Taxis, **ride shares**, airport shuttles, or other local transportation costs.

### **Hotel/Motel Charges**

1. Employees are not eligible for actual reimbursement of lodging expenses unless they are on official travel status for more than 12 hours. Travel status begins when the employee leaves his or her work location or, if reporting directly to a destination, from his or her residence or other location. It ends when the employee returns to his or her work location or, if reporting directly from the original destination, to the employee's residence or other location at the completion of the authorized travel. See 80 Ill.Admin.Code §3000.140.
2. Employees should make hotel reservations as far in advance as possible. Employees need to be aware of hotel cancellation policies. In busier times, cancellation policies will sometimes require the traveler to cancel 72 hours in advance or be charged for the room. If an employee must cancel a reservation, the employee needs to cancel before the deadline, if at all possible. Employees making reservations for several nights in a row need to be aware of hotel early check-out policies. Some hotels charge an early check-out fee if a guest checks out prior to their scheduled departure date.
3. Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Other expenses incurred by employees will be reimbursed when specifically related to School District business. The ~~expense voucher~~ **5:60-E1, Out of District Travel & Meal Reimbursement Form** or hotel bill must explain the types of expenses incurred.
4. Employees must carefully review the bill upon check-out to ensure that the room charge reflects the appropriate rate and that no unauthorized charges have been added. For example, some hotels will automatically add a security charge or phone usage charge to a bill. If these services are not used, the charges should be removed before checking-out. Energy surcharge and lodging resort fees will be reimbursed if not optional.
5. Employees must obtain a copy of the hotel bill to attach to **5:60-E1, Out of District Travel & Meal Reimbursement Form**.
6. Employees shall pay personal expenses that are charged to hotel room bills at check-out. If this is not possible, deductions for the charges should be made on the ~~expense voucher~~ **5:60-E1, Out of District Travel & Meal Reimbursement Form**.

### **Meal Charges**

Meal charges to the School District should represent mid-fare selections for the hotel/meeting facility or general area and generally should not exceed \$75.00 per day. **The employee shall disclose the organization's tax-exempt status at the time of purchase and furnish a copy of the official exemption letter.** Tips shall be included with the meal charges. **Tips shall not be over**

20%. Detailed receipts must be included with the 5:60-E1, Out of District Travel & Meal Reimbursement Form.

**Personal Charges**

All personal travel costs must be excluded from the ~~expense voucher~~ 5:60-E1, Out of District Travel & Meal Reimbursement Form.

Approved:

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