

The Board of Trustees of Minidoka County Joint School District No. 331 recognizes the importance of ongoing training for district employees. The Board supports local training as a top priority.

### Travel Allowances and Expenses

Every District employee and Board Member will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. All travel expenses must be reported on the established travel expense and voucher forms and for employees approval must be granted prior to traveling by the employee's supervisor and the Superintendent.

The District Business Office will be responsible for the development of procedures and forms to be used in connection with travel-expense claims and reimbursements.

### General Provisions

1. This policy is applicable to all employees of the school district.
2. Compensation for all trips must be approved by the Board of Trustees.
3. If an employee cancels an approved trip, the employee is responsible for all costs associated with the cancellation.

~~All trip expenses will be reimbursed after submission of receipts and other documentation.~~

### Documentation of Expenses

Expenses not in compliance with this policy shall not be reimbursed or paid by the District Board.

Prior to reimbursement of actual and necessary expenses, the District employee or Board Member must submit a detailed receipt indicating the date, purpose, and nature of the expense for each claim item and any appropriate travel expense or voucher form. Expenses requiring prior approval must also include a copy of the written prior approval. Employees shall submit their receipts, travel expense forms, and voucher forms to their immediate supervisor or the Superintendent. The Superintendent and Board Members shall submit such documentation to the District Board. Failure to provide a detailed receipt will make the expense non-reimbursable.

In exceptional circumstances, the District Board may allow a claim without a proper receipt. Written documentation explaining the exceptional circumstances will be maintained as part of the District's record of the claim.

The Board directs the Superintendent to promulgate procedures specifying which expenses shall be reimbursable for travel of different distances and durations.

4. Per Diem does not require receipts.
5. Travel arrangements will generally be made by the building or district Travel Coordinator not by the employee.~~Employees are responsible to make their own travel arrangements (transportation, lodging, and registration).~~
6. With authorization from the Superintendent, employees who are taking Minidoka students on official school sponsored trips may make arrangements for pre-paid trip expenses. All student overnight trips require prior trustee approval. Requests are due to trustees (through the clerk) at least one month in advance of travel and at least two weeks in advance of the regular board meeting.
7. Staff members who attend workshops, trainings, or conferences with any district reimbursement is expected to share knowledge gained with other staff in the building and/or district.
8. Unforeseen emergency travel may be approved by the Superintendent or his/her designee.
9. Travel within a radius of 300 miles may be approved by the Superintendent without prior approval of the Board.

#### In District ~~Expenses~~Travel:

District employees and Board Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to District business. Actual mileage driven for pre-approved in--District travel shall be reimbursed. It is the responsibility of the Board to review travel within the District by the Superintendent or by Board Members.

Meals incurred inside the District shall not be reimbursed, except for banquets attended to represent the District.

#### Out of District Travel:

Travel outside of the District must be pre-approved. Board Members shall obtain Board approval prior to incurring out of District expenses, and employees shall obtain prior approval from their supervisor and the Superintendent.

The District will only provide Per Diem expenses or reimbursement spent for food while on out of District trips requiring an overnight stay, unless lunch is not provided as part of the event.

District employees and Board Members shall be reimbursed for actual and necessary expenditures incurred outside the District.

Wherever possible carpooling should be considered to minimize travel costs.

**In-Radius Travel:**

~~In District Expenses: District employees and Board Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to District business. Actual mileage driven for pre-approved in-District travel shall be reimbursed. It is the responsibility of the Board to review travel within the District by the Superintendent or by Board Members.~~

~~Meals incurred inside the District shall not be reimbursed, except for banquets attended to represent the District.~~

Travel requests within a 300 mile radius from the District are considered In-Radius and may be approved by the Superintendent without prior approval of the Board.

1. All employees of Minidoka County Joint School District No. 331 who travel and/or request reimbursement for their out-of-district travel will use a "Leave/Travel Form." This form will also be used for all reimbursed out-of-district activities.
2. All "Leave/Travel Forms" must be signed by the employee requesting the funds and approved by the principal and/or the Superintendent or his/her designee. This form will be kept updated on the current mileage and meal reimbursement prices.
3. Any reimbursed mileage will **generally** be calculated using the "Minidoka County Mileage Chart." ("Minidoka County Mileage Chart" on file at the District Office)
4. Principals, cCoaches and athletic/activities directors do not have to have official IHSA business approved under the "Leave/Travel Request Form," but must notify supervisors in advance of the travel. In all cases, principals, coaches and athletic directors are to share rides if possible and to otherwise minimize travel costs.
- 4.5. Administrators attending regularly scheduled In-Radius state and regional meetings do not need to fill out a Travel Request Form unless requesting reimbursement or per diem, but should notify the Superintendent in advance of the travel.
- 5.6. Employees shall request sales tax exemption for in-state lodging.

**Out-of-Radius Travel:**

Travel requests outside a 300 mile radius from the District are considered Out-of-Radius.

1. Unless a requirement of a grant the district has received or as assigned by a district administrator/supervisor, employee requests for out-of-radius travel will be limited to one (1) such approved trip per contracted school year, regardless of the funding source.
2. Any out-of-radius travel by an employee of the District must have such travel request approved in advance by the building principal and Superintendent, or Superintendent's

designee. Any employee wishing to travel out-of-radius must submit a request to the Board at least one month prior to the trip.

When airline travel is the most appropriate means of travel, the district will pay for the cost of one (1) round-trip airline ticket for each employee approved to travel. A person choosing to drive will be paid at the district mileage rate or the cost equal to one round-trip airline ticket to the same destination, whichever is least expensive.

Unforeseen emergency travel may be approved by the Superintendent without prior Board approval.

~~Out of District Travel: Travel outside of the District must be pre approved. Board Members shall obtain Board approval prior to incurring out of District expenses, and employees shall obtain prior approval from their supervisor and the Superintendent.~~

~~Actual monies spent for food while on out of District trips requiring an overnight stay shall be reimbursed.~~

~~District employees and Board Members shall be reimbursed for actual and necessary expenditures incurred outside the District.~~

#### Travel Costs Under Federal Award

##### General:

Travel costs are the expenses for transportation, lodging, food, and related items incurred by employees who travel on official business under a federal award. Such costs may be charged on an actual cost basis, or on a per diem mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip.

##### Lodging and Subsistence:

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations. If these costs are charged directly to the federal award, the District will maintain documentation justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

1. The costs are a direct result of the individual's travel for the federal award;

- 2. The costs are consistent with this policy and any related procedures; and
- 3. Are temporary, lasting only during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

**Commercial air travel:**

Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

- 1. Require circuitous routing;
- 2. Require travel during unreasonable hours;
- 3. Excessively prolong travel;
- 4. Result in additional costs that would offset the transportation savings; or
- 5. Offer accommodations not reasonably adequate for the traveler’s medical needs.

**Staff Time Out of Building???**



**LEGAL REFERENCE: Idaho Code ~~33-512(2701)~~: ~~33-1279~~Fiscal Year – Payment and Accounting Funds**

**2C.F.R. § 474      Travel Costs**

**ADOPTED: September 19, 1995**

**AMENDED/REVISED: November 21, 1995; November 19, 1996; August 5, 1997; October 1, 1997; March 1, 1999; December 15, 2003; February 21, 2006; September 16, 2013**