

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.

The District has available a number of vehicles for employee use. The use of District vehicles should be used instead of personal vehicles whenever possible. If an employee chooses to take their own vehicle when a District vehicle is scheduled to go to an event, and there is room available in the District vehicle, the employee will not receive a mileage reimbursement.

### **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.

Overtime by classified staff during travel must be submitted in accordance with Policy 594.00

~~Overtime: Classified Personnel.~~ Classified Staff Payroll.

### **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.

### **Documentation of Expenses**

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

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 Business Office. Failure to provide a detailed receipt will make the expense non-reimbursable.

In exceptional circumstances, the District 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.

1. Per diem does not require receipts.

2. Travel arrangements will generally be made by the building or District Travel Coordinator not by the employee.
3. With authorization from the Superintendent, employees who are taking Minidoka students on official school sponsored trips may make arrangements for pre-paid trip expenses. Requests are due to trustees (through the clerk) at least 16 (sixteen) weeks in advance of travel and at least two weeks in advance of the regular board meeting. If requests are not received in the time frames listed, please note the travel may be denied by the Board. Please submit a reason as to why the travel is submitted late.
4. 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.
5. Unforeseen emergency travel may be approved by the Superintendent or his/her designee.
6. Travel within a radius of 300 miles may be approved by the Superintendent without prior approval of the Board.

Each employee seeking reimbursement for travel expenses related to their employment with the District should gain prior approval for the trip from their immediate supervisor and fill out the appropriate online travel form and submit it to the District Service Center (DSC) for reimbursement or for advanced payment. Advanced per diem payment will only be given when travel is out of radius and/or includes more than a two-night stay. All other travel expenses will be paid as a reimbursement unless approved in advance by the Superintendent for extenuating circumstances.

#### **Rate Per Mile**

In July of each year, the mileage reimbursement will be changed to show that of what the State mileage reimbursement shows.

#### **Calculation of Mileage**

The mileage calculation must not exceed the mileage reported between cities and towns on the District Mileage Chart.

#### **Meal Allowance**

The District will pay the meal allowances listed below.

Employees should take advantage of meals offered by the sponsor of the program and/or convention, including food at trade shows and continental breakfasts. Meal allowances or expenses will not be paid for meals provided by program sponsors or hotels.

Maximum meal allowances are listed below:

<u>In-State</u>	<u>Out-of-State</u>
\$10.00 Breakfast	\$10.00 Breakfast
\$15.00 Lunch	\$15.00 Lunch
\$20.00 Dinner	\$30.00 Dinner

In accordance with IRS rules meal allowances are only allowed as part of overnight travel. If lunch is not provided as part of a full day conference or workshop, then the District will not reimburse an employee for lunch.

**Lodging**

Motel rooms should be practical and clean. Extravagant and overly expensive lodging should be avoided. Exceptions to this standard would include lodging at hotels where programs or seminars are being held.

**Movies and In-Room Charges**

Movie expenses are not reimbursable by the District. In-room food or snacks will not be reimbursed by the District unless part of daily meal per diem rate. Room-service charges are not reimbursable. Charges for internet or connectivity services as required by work assignments are reimbursable.

**Travel Related Expenses**

Receipts for travel-related expenses should be kept and submitted for reimbursement. Charges for parking and transportation for work related travel are covered by the District. Rental cars should be economy class unless a larger vehicle is needed for more employees.

**Bar Expenses**

Bar or alcoholic drink expenses are not reimbursable by the District.

**In District Travel**

District employees are to use District vehicles whenever they are available for In-District travel.

District employees and Board Members shall be reimbursed for actual and necessary expenses incurred within the District while attending to District business. Mileage driven for pre-approved In-District travel shall be reimbursed originating from Rupert Idaho. 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 Region IV must be pre-approved. Employees shall obtain prior approval from their supervisor and the Superintendent.

Board Members shall obtain Board approval prior to incurring out of District expenses.

The District will only provide per diem expenses or reimbursement spent for food while on out of District trips requiring an overnight stay where meals are not provided as part of the event.

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

Whenever possible, carpooling should be considered to minimize travel costs.

**In-Radius Travel**

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. In-radius requests should be submitted at least 30 days prior to travel.

1. All employees of Minidoka County Joint School District No. 331 who travel and/or request reimbursement for their out-of-district travel will complete an online "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 supervisor 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," which is on file at the District Office, and should account for mileage from Rupert Idaho or permanent residence, whichever is closer, to the approved destination.
4. Principals, coaches and athletic/activities directors do not have to have official IHSA business approved under the "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.
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.
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.~~ 1. 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 160 days prior to the trip.
- ~~2. -Unless a requirement of a grant, association responsibility, or directed by the Superintendent, 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.~~
- 3.

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. All airline travel should be arranged by the District Travel Coordinator.

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

**Travel Costs Under Federal Award**

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.

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.

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.

**LEGAL REFERENCE: Idaho Code 33-701 Fiscal Year Payment and Accounting Funds  
2C.F.R. § 474 Travel Costs**

**ADOPTED: September 19, 1995**

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