

TRANSPORTATION – STAFF TRAVEL ADMINISTRATIVE PROCEDURES

I. CLAIMS FOR REIMBURSEMENT

- A. Staff members are eligible to receive reimbursement for travel expenses and mileage for work related expenses that would be deductible as a business expense as defined by the Internal Revenue Code.

Travel vouchers must be properly completed and include all information requested and be signed by the claimant. Any uncompleted vouchers will be returned to employee for completion. Travel vouchers must be submitted to the business office prior to receiving payment.

- B. The following guidelines will apply to personnel making claims for travel expenses and mileage.
1. Reimbursement for travel within the district must not exceed round trip mileage from building or facility where assigned duty station for the day is located to site being visited. See Attachment A for mileage amounts.
 2. In making claims for out of district travel, if mileage exceeds Attachment B mileage between Bemidji and community being visited, reimbursement claim will include an explanation or mileage will be reduced.
 3. Travel expense deduction for meals and lodging isn't allowed unless the trip takes the taxpayer away from home overnight or at least long enough to require rest or sleep. The individual need not be away from his tax home for an entire 24-hour day or throughout the hours from dusk to dawn if his relief from duty is long enough to get necessary sleep. Layover sufficient only for a short rest and to get a meal isn't "overnight". (This is per the Internal Revenue Service.) Meal costs included as part of registration fees and business purpose meals as defined by the Internal Revenue Service will be reimbursable. We will consider travel to and from the Minneapolis/St. Paul area in the same day as requiring rest or sleep for meal reimbursement purposes.
 4. Air transportation and hotel or motel and parking receipts must be attached to reimbursement claim forms if claimant is to receive reimbursement.
 5. Lodging Reimbursement: The actual cost of lodging will be reimbursed. When more than one person is traveling to a conference, at least two people are to share a room. An individual room for each person is not reimbursable (except of course, when men and women travel together). Staff are responsible for making their own reservations. Due to scarce resources all staff are encouraged to acquire the best available room rates.

6. Reimbursement for breakfast may not be claimed for the day staff members leave the district regardless of the time of departure. Dinner reimbursement may not be claimed unless the time of return, excluding the time spent dining, is after 7:00 p.m.
7. Unless the circumstance is exceptional, reimbursement for meals will be subject to the following limitations:

Meal Reimbursement:

\$7.00	Breakfast
\$8.00	Lunch
\$14.00	Dinner

An explanation of exceptional circumstances should be included with the reimbursement claim form if claimant is to receive reimbursement above amount set in guidelines. Reasonableness will be the guidelines in allowing reimbursement for meals whose cost exceeds limitations or that are consumed following the close of the meeting.

8. When requesting reimbursement a copy of the registration form and an approved copy of the leave request must be attached to the travel voucher.
9. Individuals shall not include expenses for other personnel in making claims for travel expenses and mileage. (As one example each person must claim their own meal cost even if paid by one person.)
10. The amount claimed for reimbursement may not exceed that which is actually spent.
11. In general, no more than two teachers from a school or department will be allowed to attend a State or National meeting at the same time unless they have received permission from the Superintendent prior to making travel arrangements.
12. The School District does not reimburse staff members for expenses to accept awards unless it is part of an in-service meeting where attendance has been approved in advance by the Superintendent or designee. In general, staff should get prior approval on all travel so expenses are approved prior to attending an event.
13. In all matters of travel reimbursement the Superintendent retains the authority to make adjustments in reimbursements and his actions are not considered precedent setting.

II. TRAVEL REQUESTS

- A. All travel outside the district must be preapproved. All travel outside the state must be preapproved by the Superintendent or designee.
- B. Due to insurance requirements a leave request must be submitted through administrative channels for all out-of-district travel.

III. USE OF SCHOOL TRANSPORTATION

Rental vehicles are available for school district travel through the transportation department. If a private car is used, the reimbursement rate would be the current rate used by the Internal Revenue Service per mile.

NOTE: Staff traveling to the same location must travel together in either the school car, rental vehicle or private car to be eligible for reimbursement. The district will not pay mileage for each person to take their private car to the same location.

IV. TRAVEL WITHIN THE DISTRICT ON DUTY ASSIGNMENTS

- A. When the assignment of a staff member requires day to day travel within the district they will be reimbursed at the current rate of the Internal Revenue Service. That rate will be posted in the business office of the District.
- B. Staff members traveling within the district will record mileage on district forms that may be secured from the building principal. These forms will serve as the basis of reimbursement and shall be forwarded to the business office through administrative channels once each month. See Attachment A for mileage amounts.
- C. Mileage forms must be submitted each month and list mileage from the 1st day of each month to the last day of the month. Forms must be submitted within seven (7) days of the following month. (i.e., January 1 to 31 is due by February 7)
- D. Specialists will not be paid mileage back home or back to their home school at the end of the teaching day.