

Travel Expense Reimbursement *Policy DEE*

Use of a district vehicle must be utilized first. Use of personal vehicles will be at the employee's expense.

District Vehicle Use

*A copy of the employee's valid driver's license must be on file in the central office. Travel requests must be submitted for approval by the administrator/supervisor and superintendent **seven business days** in advance of the scheduled trip. A gas card can be checked out at the central office. Employees are asked to return gas cards and all receipts within 24 hours of their trip.*

OR

Personal Vehicle Use

*Employees who opt to use their own vehicle do so at their ***own expense**. Travel requests must be submitted for approval by the administrator/supervisor and superintendent **seven business days** in advance of the scheduled trip.*

* Exception: If notified by the Fleet Supervisor that a district vehicle is not available, an exception could be approved by the employee's administrator/supervisor.

Meals & Lodging

Only receipts for meals will be reimbursed. Only meals for overnight trips will be reimbursed, no snacks (i.e. candy, ice cream, drinks not included with a meal, etc). One receipt per meal will be accepted for each day out during the event. Meal allowance for travel is \$36.00 per day. Lodging allowance is \$85.00 per day.

*Itemized receipts are required for all meals and lodging. **Credit or debit card "total only" receipts are not acceptable.** Prior approval from the superintendent or business manager is required for any variation of reimbursement fees.*

All receipts must be submitted for reimbursement within 30 days of the event.

Health, Dental, and Life Insurance *Policy CRD*

Group health insurance coverage is provided through TRS-ActiveCare, the statewide public school employee health insurance program. The district's contribution to employee insurance premiums is determined annually by the board of trustees. Employees eligible for health insurance coverage include the following:

- Employees who are active, contributing TRS members
- Employees who are not contributing TRS members and who are regularly scheduled to work at least 10 hours per week

TRS retirees who are enrolled in TRS-Care (retiree health insurance program) and employees who are not contributing TRS members who are regularly scheduled to work less than 10 hours per week, are not eligible to participate in TRS-ActiveCare.

The insurance plan year is from September 1 through August 31. Current employees can make changes in their insurance coverage during open enrollment each spring. Detailed descriptions of insurance coverage, employee cost, and eligibility requirements are provided to all employees in a separate booklet. Employees should contact the Benefits/Payroll Dept. at 563-2491, ext. 114, for more information.