All travel outside the District by employees of the district shall be pre-approved as outlined in the policy associated with this procedure. The following procedure shall be followed in order to obtain that permission and to receive and/or request from the District travel expenses or reimbursements.

In-rRadius travel needs to be submitted at least thirty (30) days in advance. Out-of-Rradius travel needs to be submitted at least six eight (68) weeks in advance as those submissions need to be approved by the Superintendent and School Board.

An employee will provide the requisite information to their building, department, or District Travel Coordinator so that an accurate Travel Request Form (405.21F) can be completed and submitted to the appropriate administrator for approval. (The employee does not fill out the Travel Request Form.) If approved, the administrator will forward the request to the funding administrator, and/or Board, for approval. Once approved the request will be sent to accounting to be processed and travel arrangements will then be made by the building, department or District Travel Coordinator.

PLEASE NOTE: NO reimbursements for per diem, shuttle or baggage costs will be made without a completed and approved Travel Request Form (405.21F).

Employees attending conferences and workshops are expected to share what they have learned by reporting to their department or grade level team, at a staff meeting, or at a Board meeting upon their return. Identifying when and to whom this report should happen, should be part of the planning for the travel not an afterthought upon their return.

Lodging:
Rooms should be practical and clean. Extravagant or overly expensive lodging should be avoided.   Exceptions to this would include lodging at hotels where programs or seminars are being held in an out of radius location. Original receipts showing the dates of the stay at the establishment and the amount charged per day, plus the tax, if any, must be submitted. (Credit card receipts are not acceptable documentation). The district will not pay for extra items added to the lodging bill such as phone calls, health facility fees, meals, water, movies, and other incidentals. Overnight lodging is allowed for travel that constitutes arriving at a meeting that is more than 100 miles away and begins at 8:30 a.m.

Meals:
Meals are reimbursed based on the Minidoka Per Diem Rates approved in Ppolicy #-812.00 Per Diem. –Meal reimbursement will be based on the number of days the employee is away from his/her normal workstation that constitutes an overnight stay or is over 12 hours.   If meals are included in the conference registration fees, the amount for the meal must be deducted from the amount of the standard reimbursement for that day. Meal reimbursement will not exceed the daily per diem rates.

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Reimbursement for breakfast will be allowed only if the departure is earlier than 7 a.m. Reimbursement for lunch will be allowed only if the departure is earlier than 11:00 a.m. or the return to home or office is later than 1:00 p.m. Reimbursement for dinner will be allowed only if the return to home or office is later than 7:00 p.m. Meals are not covered for travel that does not constitute an overnight stay.

Transportation:
If a district car is used to reach the conference location, the number of miles must be clearly documented on the mileage log that is inside the vehicle. If a private car is used to reach the location, the district mileage chart is used to fill out the leave/travel request form at the district's approved mileage rate as indicated in Ppolicy #-812.00 Per Diem. In no instance will the amount of the mileage reimbursement exceed the cost of an airline coach ticket. This reimbursement is made only to the individual who drove the vehicle. (Do not split amounts for mileage among several employees. If more than one employee travels by car, the amount reimbursed will not exceed the cost of the appropriate number of coach airline tickets.) When multiple employees attend a conference, all efforts to carpool will be made.

The school district will pay the lesser of the actual mileage rate or the cost of the airline ticket in those instances in which the employee elects to use a personal vehicle in lieu of airline travel. The additional time needed for automobile travel is to be charged to annual leave and meals and lodging will be allowed within the time frame that would have been necessary for air travel. The traveler must clearly document the cost of the airline ticket verses the cost of choosing to travel by personal vehicle.

Air travel allowance is limited to coach fare. All aAir travel arrangements are to be fare is made by the District Ttravel cCoordinator. Airfare is not a reimbursable expense.

Registration fees:
A purchase order or a district credit card must be used by the department, building, or District Travel Coordinator or Building Travel Coordinator prior to submission to accounting to pay registration fees. Once approved the fees can be paid using a District credit card.

Miscellaneous expenses:
Cab fare, bus fare or economy class rental car to and from airports, hotel, or as otherwise required is reimburseabled. - Cab fare is authorized if there is no other reasonable transportation available. Other expenses as required should be explained and properly supported by receipts or other documentation and will be reimbursed after the trip. Personal expenses, such as personal telephone calls, are to be paid by the employee.

Cancellation:
Employees have committed to travel once the travel reimbursement form has been signed. Cancellation is not permitted. However, in the instance of unforeseen circumstances, the employee must immediately notify the district/building travel coordinator. If the employee fails to do so, they are responsible for all costs incurred.

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