

February 9, 2017

I.S.D. #763-MEDFORD PUBLIC SCHOOL STAFF TRAVEL AND RELATED GUIDELINES

1. **GUIDELINES**-This document provides guidelines for travel by District 763 employees at district expense. It is understood that specific situations may call for more restrictive guidelines.
2. **TRAVEL & TRANSPORTATION**-Travel and related expenses include the cost of transportation (by public carrier, private automobile, district-owned vehicles), meals, lodging and necessary incidental expenses incurred by district employees while in attendance at or traveling to and from conferences, seminars and workshops or while engaged in other travel in accordance with district policy.

2.1 The school district shall reimburse employees for the use of personal vehicles for school-related business at the rate per mile specified by the board of education for the current fiscal year.

- 1) All transportation expenses must be pre-approved
- 2) If more than one person is attending the same event, ridesharing is recommended

3. ACCOMODATIONS/LODGING

3.1 Individuals are expected to select accommodations at the most reasonable rate. Lodging shall be selected on the basis of reasonable cost in conjunction with comfort, safety and convenience.

3.1 Individuals of the same sex attending the same conference are encouraged to share rooms.

3.2 When an individual is traveling with a non-employee, the district will reimburse expenses for the employee only.

3.3 All lodging requests are to be arranged through the Business Associate in the District Office. Receipts are required for all accommodation claims and must be attached to the expense form.

4. MEALS

4.1 Maximum reimbursement is as follows: \$10 for breakfast; \$15 for lunch; \$20 for dinner

4.2 The district will not reimburse the cost of alcoholic beverages.

4.3 Reimbursement will be based upon actual expenditures; individuals must provide documentation for meal expenditures.

5. OTHER COSTS

- 5.1 The district will pay for registration fees relating to approved conference, workshop or seminar attendance.
- 5.1 The district will not reimburse for entertainment or recreation costs that are either part of or separate from the conference, workshop or seminar.
- 5.2 **Supplemental materials** which contain the proceedings or are supplementary to attendance at a given conference, workshop or seminar and which are relevant to the employee's purpose for being there may be purchased with the approval of the appropriate supervisor.
- 5.3 Individuals are expected to select transportation at the conference, workshop or seminar—when they have an option—at the most reasonable rate. Transportation shall be selected on the basis of that which is as reasonable in cost as consistent with comfort, safety and convenience. Individuals are expected to use conference transportation (i.e., shuttle buses) whenever it is available.
- 5.4 The district will not reimburse telephone calls for personal or family purposes. When reimbursement is requested for district-related calls, the party called must be noted on the receipt.
- 5.5 Exceptions to allowed travel expenses must be approved by the superintendent or designee.

6. REIMBURSEMENT

- 6.1 Original receipts (not credit card receipts) must be attached to a completed Expense reimbursement form.
- 6.1 Personal charges (phone calls, movies, etc.) will not be reimbursed and should not be submitted for reimbursement.
- 6.2 Expense Reimbursement forms should be submitted to your building principal for approval.
- 6.4 Approved travel expenses will be reimbursed on a monthly basis.