

Finally, once all of the arrangements are made the secretary should prepare a complete itinerary for the person traveling and attach to it all of the documents that were prepared in the process so that the employee has all of the information that they will need and confirmation numbers for all arrangements.

### **Student Travel**

Meals for adults traveling with students on field trips will be paid at the same rate as the students, breakfast \$9.00, lunch \$12.00, dinner \$15.00. For out of state travel all meals will be \$15.00.

### **DISTRICT TRAVEL EXPENDITURES**

All district travel expenditures must be supported by proper documentation and must be verifiable. A 100% advance payment will be made when the travel has been through the approval process. All over payments will be rectified by immediate repayment to the district.

Travel request forms must have appropriate signatures; the employee, their immediate supervisor and the superintendent prior to it being processed for payment.

### **MILEAGE**

#### **District Vehicle**

District vehicles will be made available for use by those staff members who are unable to use their private vehicle for district travel.

Due to the liability incurred by the district, family members cannot travel in district vehicles.

#### **Personal Vehicle Reimbursement**

Use of personal vehicles will be reimbursed at the state rate.

In cases where there is more than one staff member attending a training, staff members must pair up with at least one other employee and the person providing the vehicle will receive full mileage reimbursement. If the staff members choose to travel separately they will each receive 1/2 of the reimbursement.

The miles that will be reimbursed will be determined from the district mileage chart, which is derived from a map of the area.

| <b><u>MEALS</u></b>       | In State | Out of State |
|---------------------------|----------|--------------|
| Adults                    |          |              |
| Breakfast                 | \$9.00   | \$18.00      |
| Lunch                     | 12.00    | 30.00        |
| Dinner                    | 15.00    | 42.00        |
| 24 Hour Day and Overnight | 35.00    | 90.00        |

Departure time to receive a breakfast meal should be prior to 8:00 am. Departure time to receive a lunch meal should be 11:00 am. Departure time to receive a dinner meal should be 5:00 pm.

### **LODGING**

The district will pay for lodging accommodations at the meeting or convention headquarters. Other accommodation arrangements may be made at equal or lesser cost up to a maximum of the cost at the convention headquarters.

Once a decision has been reached on the accommodations, the secretary should request a faxed copy of reservation information including cost so that a check can be prepared and either mailed in advance or hand carried by the traveler. The secretary should also see if the hotel will do a direct bill for the cost of the hotel room. If so, a credit application needs to be forwarded to the director of finance. If there are any changes to the cost, a copy of the final receipt must be given to the accounts payable clerk upon return.

If a credit card is needed to hold the room for late arrival, contact the director of finance and that arrangement will be made.

### **WINTER TRAVEL**

During the winter, travel times may be extended due to the road conditions. This will be at the discretion of the traveler's administrator and/or the superintendent.

### **REGISTRATION FEES**

The district, through the use of a purchase order and check written directly to the organization, will pay registration fees associated with the professional development.

### **PUBLIC TRANSPORTATION**

Public transportation will be reimbursed at the actual cost of the transportation with receipts, i.e. taxi, shuttle, etc.

## **Air Travel**

Air travel quotes must be obtained 30 days before the travel will occur. The building/department secretary will make these arrangements.

If air travel is less than the mileage and per diem and the employee chooses to drive their maximum reimbursement will be the cost of the airfare. The average cost of the airfare will be used for mileage if a group is traveling.

## **Rental Cars**

The district will pay for the use of rental cars, when a shuttle is not available from the airport and/or when the employee is not able to stay at the convention or meeting site. The cost of the rental car must be included in the approval of expenditures process, before the district will reimburse it.

Employees planning to rent a car will need to be 25 years of age or older and hold a major credit card in their name.

**BROWNING PUBLIC SCHOOLS WILL NOT PAY FOR**  
**LIQUOR**  
**TELEPHONE CALLS**  
**EXPENSES OF SPOUSE OR OTHER FAMILY MEMBERS**  
**SEPARATE ENTERTAINMENT**  
**ANY OTHER EXPENDITURE NOT DIRECTLY RELATED TO**  
**THE EDUCATION OF BROWNING PUBLIC SCHOOLS' STUDENTS**

## **CANCELLATIONS**

If travel plans are cancelled, the person making the travel arrangements will make every effort to cancel all aspects of the travel. If the employee must cancel within 24 hours of leaving they will be responsible for canceling the travel arrangements (hotel reservations, rental car, airfare, registration fees, etc.).

If airfare arrangements have been made and cannot be changed, the superintendent will determine based upon individual circumstances, whether or not the employee will be required to reimburse the district for the cost of the airfare. It is important that every effort be made to reduce the negative impact that cancelled travel plans have on district resources.