

Travel Allowances and Expenses Procedures

Travel arrangements and expenses should **not** be made before the completion and approval of the Employee Leave and Travel Request form. Travel with only mileage expenses will not require completion of the Employee Leave and Travel Request form unless required by a supervisor. Mileage-only expenses must be submitted on the Mileage Report form.

Approved travel must be booked following District purchasing protocols. Employees should not purchase travel and seek reimbursement without prior approval.

Mileage:

Reimbursement will be at the Internal Revenue Service rate, set for each fiscal year on July 1.

Air Fare:

Reimbursement will be limited to coach fare only. Upgrades for assigned seating are not an allowable expense. Airline tickets should be booked as early as possible to ensure the best possible ticket rates. Reimbursement shall be contingent upon the submission of receipts or ticket coupons with an expense reimbursement claim.

Rail and Bus:

Reimbursement will be limited to standard coach fare. Reimbursement shall be contingent upon the submission of receipts or ticket stubs with an expense reimbursement claim.

Car Rental:

Reimbursement will be made only upon pre-approval of car rental by purchase order. Reimbursement shall be contingent upon the submission of a car rental receipt with an expense reimbursement claim. Optional upgrades must receive prior approval. Gasoline refill charges by the car rental vendor will not be reimbursed. If a traveler or the district is charged for a gasoline refill by the rental car company, the employee is liable for the difference between the current local gas price per gallon and the price per gallon charged by the rental car company.

Lodging:

Reimbursement will be made for official travelers only. If arrival is earlier or departure later than necessary for the specific travel assignment, the additional cost will not be reimbursed except under unusual circumstances. Reimbursement shall be contingent upon the submission of a lodging receipt with an expense reimbursement claim.

Meals:

Reimbursement rates will be determined by the Superintendent or his or her designee and reflected on the District Expense Reimbursement Claim Form. (Consider county/city based reimbursement for meals.)

Ground Transportation (Taxi, buses, tolls):

Reimbursement will be made only for travel to and from airports, and to and from the site of lodging if other than the meeting site. Receipts shall be required. Reimbursement shall be contingent upon the submission of receipts with an expense reimbursement claim.

Parking:

Reimbursement shall be contingent upon the submission of receipts with an expense reimbursement claim.

Incidentals (Laundry, entertainment, liquor, hotel room bottled water, newspapers, toiletries):

Reimbursement will not be made for incidentals.

Registration:

Reimbursement shall be contingent upon the submission of receipts with an expense reimbursement claim.

Questions or decisions involving unusual or substantial expenditures must be reviewed and approved in advance by the Superintendent or designee.

Policy History:

Adopted on:

Revised on:

Reviewed on:

FINANCIAL MANAGEMENT

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