

Reimbursement for Travel Expenses

6213 PROCEDURE

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the superintendent. Out-of-district travel must be approved by the superintendent or director of business and operations.

The travel request should show estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Reimbursement Of Claims

Certified claims must be submitted to the district business office in time for processing prior to the regular board meeting.

The District's Travel Expense Voucher is to be used to itemize expenses for reimbursement and signed by the staff member and their supervisor.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Per federal per diem rate	No receipt required
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt preferred
Mileage — personal car	<p>Inside the district: Reimbursement allowed only when no district vehicle is available or upon approval being received from the Superintendent or Director of Business and Operations. When travel is a necessary part of performing one's work, the staff member may receive blanket approval to use their own vehicle for the year.</p> <p>Outside the District: Reimbursement allowed only in connection with an approved travel. Reimbursement shall be at the rate authorized by the Board of Directors.</p>	

A. **Hotel and Motel Expenses:** Individual receipts are required from each staff member who obtains reimbursement from the district. When two or more people share a room, the room shall be registered to all of the occupants. Each person shall obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting reimbursement shall note on the receipt all other staff members who shared the room.

B. **Airline Tickets:** Airline tickets (coach rate) may be charged to the district upon approval by the superintendent or director of business and operations.

Travel Advances

- A. A written request for a travel advance must be submitted to the district fiscal officer.
- B. Travel advances are paid in the form of a check payable to the staff member.
- C. A statement of expense must be submitted to the district fiscal officer within ten days following completion of the travel. If the actual expenses are less than travel advance, the staff members shall reimburse the district for the difference.

Nonreimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals.
- B. Personal telephone calls, postage, and memberships.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. Entertainment.
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.