

MANAGEMENT SUPPORT

Reimbursement for Travel Expenses

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.

The travel request must show meals, lodging, transportation, registration and any other 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

Claims must be submitted to the district business office within 10 days of return from trip.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district. The report must show each point of departure and destination.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Maximum allowable:	Receipt required
	Breakfast \$7.00	(Itemized preferred)
	Lunch \$9.00	
	Dinner \$15.00	
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt preferred
Mileage - personal car	Inside the district	Reimbursement allowed only when approved in advance by the staff member's supervisor. When travel is a necessary part of performing one's work, the staff member may receive blanket approval for the year.
	Outside the district	Reimbursement allowed only in connection with an approved travel request and when there is evidence that a district vehicle was not available for use on the day of travel.
		Reimbursement shall be no higher than the rate allowed by Federal IRS Guidelines.

Hotel and Motel Expenses	Individual itemized 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. Hotel or motel charges may be directly to the District if done on an approved purchase order.
Airline Tickets	Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel.

Travel Advances

A written request for a travel advance must be submitted to the district fiscal officer a minimum of seven (7) days prior to travel.

Travel advances are paid in the form of a check payable to the staff member.

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. Original receipts shall be attached to the reimbursement requests.

The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Non-reimbursable 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 non-official 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.

Date: 11/13/78; 2/26/87; 6/19/00; 11/24/03.