

### **TRAVEL AND EXPENSE REIMBURSEMENT**

**General:** The District recognizes that its employees and others associated with the District may incur travel and other related expenses in the performance of their duties or responsibilities to the District (“District Travel”). This policy applies to all employees, Board members, and candidates for employment but not to any independent contractors. The policy also applies to volunteers and students who perform substantial and necessary work or services for the District. Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business. Excess costs, circuitous routes, luxury accommodations, and services which are unnecessary or unjustified in the performance of official business are not acceptable and should be avoided. Travel and other related expenses may include airfare, mileage when the individual’s own vehicle is utilized, taxi or limousine fare and tip, bus or shuttle fare, subway fare, railroad fare, lodging, meals including a tip of no more than fifteen percent (15%), registration fees, and other miscellaneous expenses related to District-sponsored travel (“Travel Expenses”).

**Approval for Travel and Expenses:** Any person who will incur Travel Expenses shall submit appropriate documentation for approval of the incurring of Travel Expenses to the Superintendent or the Superintendent’s designee. The Superintendent or the Superintendent’s designee shall review the request and approve or deny the request. In considering whether to approve the request, the Superintendent or the Superintendent’s designee may consider the purpose of the travel, how such travel will benefit the District, its employees, and/or its students, whether other District personnel are attending, the extent to which the person requesting approval has engaged in District Travel during the current fiscal year, the cost of the District Travel, the availability of funds, the length of the trip, and any other information deemed relevant. In approving a travel request, the Superintendent or the Superintendent’s designee is certifying that the person requesting travel was duly authorized to incur travel and other related expenses in the performance of policy making, professional, technical, supervisory, or administrative duties or that such expenses were germane to the duties and functions of the District.

**Reimbursement Requests:** Upon completion of authorized travel, persons requesting reimbursement shall submit the appropriate documentation for reimbursement of Travel Expenses within thirty (30) days of completion of authorized travel. Appropriate documentation shall include a signed travel voucher which itemizes the various expenses incurred and an itinerary and schedule of official functions attended if applicable. Reimbursement requests shall not cover periods of over thirty-one (31) days. Where the travel period is continuous, subsequent claims for reimbursement shall be submitted as necessary to cover the continuous period.

All reimbursement requests shall be submitted to the Superintendent or the Superintendent’s designee and shall include the appropriate Purchase Order Number. Reimbursement requests shall be submitted by June 15 of each fiscal year, unless the Travel Expenses are incurred after June 15,

in which case, a request for reimbursement must be submitted no later than June 30 of the fiscal year. Reimbursement for meals shall not be made for amounts in excess of the IRS allowable per diem rate.

Receipts or other evidence of payment must be provided for each expense item. A receipt or other evidence of payment is not required for single miscellaneous expenses such as business related telephone calls, facsimile charges, shuttles to/from airport, or taxi fares which are Twenty-Five Dollars (\$25.00) or less. Other evidence of payment may include a credit card statement, a credit card receipt, or a canceled check. If a receipt or other evidence of payment is lost or is impractical or impossible to furnish, the employee shall provide a full explanation for the lack of a receipt or other evidence of payment on the travel voucher, and such missing documentation shall not be a basis for denying reimbursement if the person has properly verified the travel voucher which includes such charge.

**Personal Leave in Conjunction with District-Sponsored Travel:** When personal leave or vacation leave is taken in conjunction with an employee's approved District-sponsored travel, the person must indicate the exact date and time of departure from and/or return to official travel status. An employee shall not be reimbursed for travel and other related expenses incurred during a period of time when the employee is taking personal leave or vacation leave. Individuals shall not be reimbursed for meals and/or lodging expenses incurred more than twenty-four (24) hours before and/or after the object of travel (i.e., the scheduled meeting, workshop, or conference) begins and/or ends unless there is a savings in travel costs related to airfares which exceeds the costs of any extra meals and/or lodging.

**School Vehicles:** In order to curb mileage reimbursements, school employees are encouraged to use school vehicles instead of personal vehicles whenever practicable for conducting school business.