

## 6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

Important information for all employees:

The Board of Education approved the 2019-20 travel payment and reimbursement limits per board policy #6550. The 2019-20 expense reimbursement rates are set at:

**Maximum Meal Allowance:**

Breakfast \$14.00

Lunch \$16.00

Dinner \$26.00

(+20% gratuity if applicable)

Reimbursement and charges are only an appropriate expense during necessary travel and conferences for meals, not additional snacks or beverages. Meal expense will not be reimbursed if the meal is included as part of the conference registration. Exceptions to these rates must have prior approval from the Superintendent.

Receipts for district purchase card charges or reimbursement requests must have the "itemized" receipt showing details of the purchase or food order included, not just the signed charge slip. It is a requirement that we have this as backup and reimbursement will not be made without a detailed supporting document turned in. Charges must include an adequate description for the expense so the auditors have documentation that the charge was necessary and the business office knows which budget to charge.

Conference request forms with estimated/anticipated expenses must be turned in for approval before the registration is processed. The proper expense reimbursement request forms are posted on the district employee website.

**Lodging Allowance:**

Reimbursement will be limited to the Conference rate, if attending a conference. All other lodging will be limited to \$150/night max, however exceptions may be made in extenuating circumstances as determined by the Superintendent.

**Mileage:**

Mileage for necessary travel and conferences will be reimbursed following the yearly amount allowed per mile

Teachers - negotiated in contract at the IRS rate **The mileage rate set by the IRS for 2019 is 58 cents per mile.**

All others paid at .30

Mileage reimbursement request forms are posted on the district employee website.

All other travel payment and reimbursement policies are documented in Board Policy #6550.