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8/5/11

TRAVEL REIMBURSEMENT RULES & PROCEDURES

MILEAGE: When an employee uses a privately owned vehicle for travel on school business, reimbursement may be claimed at the state rate, which as of July 1, 2011 is .42 per mile traveled. The maximum mileage allowed will be determined by a reference chart of standard mileage between points of business.

General Guidelines: Travel mileage between the assigned workstation and home are not reimbursable. Only the owner of the vehicle may claim mileage reimbursement. The School District assumes no responsibility for any maintenance, insurance, operational costs, vehicle damage, or fines incurred by the owner of the vehicle while on official business for the School District. This reimbursement covers employees, administration, board members, and other persons associated with authorized school business travel, unless prohibited by law. School oil company credit cards may only be used for official school vehicles, and may not be used for personal vehicles on authorized school business travel.

Out-of-District Travel: Out-of-district travel mileage shall be reimbursed for periodic or occasional attendance to workshops, professional meetings, staff development, or informational sessions, or is necessary to the employee's job and assigned duties, as authorized by the superintendent or supervisors. Travelers are encouraged to car pool when several individuals are attending the same business, professional, or informational meetings. Documentation: Reimbursement shall be claimed on the Travel Expense Reimbursement Form and submitted within 30 days of the event.

MEALS: Meals for school business purposes shall be reimbursable according to the standard meal rates and/or daily limits indicated in the Meal Rate Table. If all meal credits are not taken during a business travel day, meal amounts may be credited to other meals for that day, but expense in excess of the daily limit shall not be reimbursed. Taxes are included in the standard Meal Rate Table. Consideration will be given for reimbursement of meal expenses in excess of standard table rates when incurred for authorized out-of-state business travel. Documentation: Reimbursement shall be claimed on the Travel Expense Reimbursement Form within 30 days of the event. Documentation must include itemized receipts of the meal(s). If meals are purchased by school credit cards, itemized receipts shall be obtained along with the credit card receipt and submitted upon return. The names of all school personnel for which meals are reimbursed should be listed on the itemized receipts.

Meal Reimbursement: Meals for school business purposes shall be reimbursable for the following instances: Out-of-district: During a normal business day meals shall be reimbursed according to the standard meal rates and/or daily limits when such meals are incurred as a result of authorized travel outside the district boundaries. Snacks and refreshments are not reimbursable. Reimbursement credit for meals provided through registration for meetings and events shall not be subject to claim by the employee.

Non-Allowed Items: The following items shall not be reimbursable by the school district in association with travel:

- Tips & Gratuities (unless required and documented as required by the restaurant; e.g., gratuity for groups of six or more)
- Alcoholic Beverages (with or without meals)

Miscellaneous Expenses (Incidentals): The following expenses, if documented, shall be reimbursable by the school district in association with travel, at the discretion of the business manager and superintendent:

- Parking facility fee
- Bridge and highway toll fees
- Taxi fares (not including tips)

LODGING: When a school credit card is used to pay for lodging, an itemized receipt must be obtained along with the credit card receipt and submitted upon return. When reimbursement is necessary, the employee shall provide an itemized hotel bill which includes all charges and that documents that the employee paid either by cash or personal credit card. All personal charges on the lodging invoice, such as personal phone, in-room movies, room service, laundry, etc., shall be marked personal on the bill and paid at checkout. These are not reimbursable expenses.

Documentation: Reimbursement shall be claimed on the Travel Expense Reimbursement Form and submitted within 30 days of the event.

Meal Rate Table

Breakfast	\$ 8.00
Lunch	8.00
Dinner	20.00
TOTAL	\$36.00

TRAVEL APPROVAL REQUEST

Crossett School District

Employee

Name _____ Date _____

Address _____ School _____

_____ Position _____

Conference

Name of Conference _____

Where _____

Dates of Trip _____

Purpose, Rationale, Relationship to Job Responsibilities _____

- 5.02.01 Content (K-12)
- 5.02.02 Instructional Strategies
- 5.02.03 Assessment
- 5.02.04 Advocacy/Leadership
- 5.02.05 Systemic Change Process
- 5.02.06 Standards, Frameworks, Curriculum Alignment
- 5.02.07 Supervision
- 5.02.08 Mentoring/Coaching
- 5.02.09 Education Technology
- 5.02.10 Principles of Learning/Developmental Stages
- 5.02.11 Cognitive Research
- 5.02.12 Parent Involvement
- 5.02.13 Building a Collaborative Learning Community

Estimate of Expenses

Expenses	Explanation	Amount
Registration Fee		
Mileage	# of miles () x .42	
Airfare		
Lodging		
Meals	(\$8/\$8/\$20)	
Other (Explain) rental car, parking, taxi, shuttle		
Total Estimated Expenses		\$0.00

Budget Unit: _____

Fund-Function-Location-Program-Subject-Object

****Copy of conference agenda must be attached.**

****No registration fees, tickets, or reservations may be purchased until trip is approved.**

<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Employee _____ Date _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Asst. Supt. _____ Date _____
<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Supervisor/ Principal _____ Date _____	<input type="checkbox"/> Approve <input type="checkbox"/> Disapprove	Superintendent _____ Date _____

Travel Approval #

TRA # 112-□□□□

