

BUSINESS SERVICES

FINANCIAL RECORDS/ACCOUNTING

ACCOUNTING

TRAVEL AND EXPENSE REIMBURSEMENT POLICY

A. Approval for Travel

All requests for travel, except for Board of Education members and Superintendent, shall receive prior approval from the employee's supervisor. Requests in writing for travel to conferences, conventions and seminars shall be accompanied by literature describing such conferences, conventions and seminars.

B. Payment for Expenses

Individuals authorized to attend conferences, conventions, seminars and meeting at district expense may request payment for registration and hotel expenses from the Business Office.

A claim form shall be completed and submitted to the Business Office by each individual claiming any reimbursement for expenses incurred. Such claims must be filed within thirty (30) working days from the conclusion of the event for which the claim or verification is being made. The Business Office shall be responsible for reviewing all District claim forms and shall reduce claims, when necessary, to conform to authorized maximum allowable expenditures.

Expenses for meals within the District are not reimbursable unless it is necessary for the employee to conduct business during the meal. The nature of the business will be included on the District's expense form.

The district shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, and personal losses or traffic violation fees incurred while on district business.

C. Transportation

1. Public Transportation

Public transportation is normally utilized for attendance at conferences,

conventions, seminars and meetings that are not within a reasonable driving distance. Airline tickets are to be arranged as far in advance as possible, in order to obtain best possible rates the district's online travel store, Concur.

Reservations can only be made by authorized site/division personnel, such as an administrator or secretary. All airline travel shall be at economy or coach class.

2. Personal Automobile or Other Means of Conveyance

An employee using his/her automobile or other means of conveyance shall be reimbursed for his/her total necessary mileage at the current approved IRS per-mile reimbursement rate except that in no case shall such reimbursement exceed the cost of economy air transportation to the location, plus reasonable car rental, taxi, or other public transportation cost.

D. Meals and Expenses

Meals and lodging expenses shall be approved on the basis of reasonable cost. Meals will be reimbursed at the maximum rate of \$70, including tips, per day for each person.

Room charges made at conference hotels will be honored so long as conference literature which lists the hotel as a conference hotel is attached to the completed district's expense claim form, and so long as extra-cost rooms have not been requested. Should an individual believe that justification exists for exceeding the allowable costs, a written justification for exceeding the allowance may be attached to the district's expense claim form when submitted. Exceptions may be made on an individual basis depending upon the justification.

E. Other Expenses

The following are typical of other approvable expenses:

1. Parking fees and taxicab or bus fares required for participation.
2. Tapes of conference sessions.
3. Conference registration fees.

Payment of an individual's organizational dues as a prerequisite to registration and/or attendance is the obligation of the employee and is not reimbursable unless payment of dues does not result in an additional expense to the district. District organizational dues are allowed as part of conference registration.

F. Verification of Expenses

Receipts must be obtained for registration fees, meals and hotel/motel bills. The district will pay for single room rate only. All other expenses shall be verified on the district's expense claim form.

G. Remuneration and Reimbursement

Employees who wish to be reimbursed for travel or business expenses should follow the procedures outlined below:

1. Secure approval of his/her supervisor in advance of the anticipated expense by submitting a conference/workshop request form.
2. Submit an expense claim as soon as possible after completion of the assignment, but no later than thirty (30) days from the conclusion of the event. Expenses for ongoing activities should be submitted for reimbursement monthly.
3. Reimbursement for mileage will be made at the current district rate.
4. Original itemized receipts are necessary for all expenses claimed on the expense claim form.

H. Internet

Reasonable internet expenses while conducting district business are allowed.

I. Allowability of Costs

Prior to obligating or spending any district funds, the Superintendent or designee shall determine whether a proposed purchase is an allowable expenditure of funds in accordance with 2 CFR 200.100-200.475 and the terms and conditions of the awards. He/she shall also determine whether the expense is a direct or indirect cost as defined in 2 CFR 200.413 and 200.414 and, if the purchase will benefit other programs not included in the award, the appropriate share to be allocated to the appropriate award.

Legal References: Education Codes 35160, 35172, 35173, 42647

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