

## **6550 - TRAVEL PAYMENT AND REIMBURSEMENT**

Reimbursement for approved professional travel will be based on business-related expenses incurred solely by the employee upon submission of a properly completed and approved professional travel reimbursement form.

The Superintendent approves all professional travel reimbursement forms.

If approved in advance, the following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation - plane, train or automobile, including buses, taxis and limousines
- C. mileage at the Board approved rate
- D. toll charges and parking
- E. lodging (In most instances reimbursement will be limited to the Conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)
- F. meals

Reimbursement for reasonable meal costs will be made by the Business Office after all bills and receipts have been submitted.

Emergency and/or unanticipated trips involving Board expense(s) may be approved by the Superintendent and/or the Treasurer.

The Board will not pay personal expenses beyond the cost of the convention.

The expenses will be reimbursed within the budgetary appropriation.

Advance payment may be paid only for the following: conference registration fees, plane and train fares; car rental; meal stipend (receipts not required); and lodging. Cancellation fees will be covered if beyond the employee's control. When advance payments are made, the employee must adequately account for (i.e., substantiate) his/her actual expenses within a reasonable period (i.e., within five (5) days) of the expenses being paid or incurred. If the advance payments exceed the employee's actual expenses, s/he must return the excess payment within a reasonable period (i.e., within five (5) days) after the expenses are paid or incurred. Failure to return any excess payment within a reasonable period may result in disciplinary action, and the excess amount shall be reflected as compensation to the employee on his/her annual W-2 form.

In order to substantiate an expense, the employee must provide the Superintendent with a completed professional travel reimbursement form in which s/he describes each expense at or near the time s/he

had it, along with documentary evidence (such as receipts, cancelled checks, and/or bills) of the employee's travel or other business-related expense. Documentary evidence must show the amount, date, place, and essential character of the expense. For example, a hotel receipt must contain the following information: name and location of the hotel; dates the employee stayed there; and separate amounts for charges such as lodging, meals, and telephone calls. Similarly, a restaurant receipt must contain: name and location of the restaurant; number of people served; and date and amount of the expense. If an employee has any questions concerning what constitutes appropriate documentary evidence, s/he should ask the Superintendent.

Actual expenses are approved by the Superintendent for professional and classified staff. The Business Manager approves expenses incurred by the Superintendent.

Business related mileage for the District is reimbursable under the following conditions:

- A. Requests for reimbursement are to be submitted on the Monthly Mileage Report. The report must be approved by the Department Head or Principal. Parking receipts are required for reimbursement. Incomplete reports will be returned.
- B. Mileage will be reimbursed at the Board approved rate.
- C. Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to the Central Office within sixty (60) days of travel. All travel during the months of May and June must be submitted by June 30th to be reimbursed within the current fiscal year.
- D. Monthly Mileage Reports submitted after the deadlines stated above will not be reimbursed.

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## **3440A - JOB-RELATED EXPENSES**

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

### **Authorization**

- A. Travel outside the District is to be authorized by the appropriate administrator.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the principal for approval by the Superintendent. All such requests must be received in the Central

Office at least ten (10) days prior to the date a decision is needed.  
Forms are available in each school office.

## **Procedure**

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms (see [Form 3242 F1](#)).
- B. Under normal conditions, officers and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board of Education. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

## **Reimbursement**

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3243 F2 provided for that purpose.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare from home and conference destination to terminal and return is allowable with receipt.

- C. Lodging and meals will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.
- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- E. Registration fees are reimbursable.
- F. Sales tax on hotel bills is reimbursable.

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## **4440A - JOB-RELATED EXPENSES**

Expenses which are incurred by support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a support staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

### **Authorization**

- A. Travel within or outside the District is to be authorized by the appropriate administrator.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the supervisor for approval by the Superintendent. All such requests must be received in the Central Office at least ten (10) days prior to the date a decision is needed. Forms are available in each school office.

### **Procedure**

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
- B. Under normal conditions, officers and support staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the

Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.

- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

## **Reimbursement**

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 4243 F2 provided for that purpose.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. Lodging will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.
- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- E. Registration fees are reimbursable.
- F. Sales tax on hotel bills is reimbursable.

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## **6320H - MILEAGE REIMBURSEMENT**

Complete [Form 6320H F1](#) as follows:

** Date	Type date of mileage requesting reimbursement took place.
** From/To	From what destination to what location.
** Mileage	Miles driven.
** Total Mileage	Total all miles driven.
** Total Mileage Reimbursement	Total miles x IRS amount per mile.
** Employee Signature	Must have signature or will be returned.
** Principal/Supervisor Signature	Must have signature or will be returned.
** Account Number	Principal or supervisor will assign account number.