

Procedure Reimbursement for Travel Expenses

Routine Daily Travel (In District)

Definition – Routine Daily Travel includes travel between District locations, banks, post office, student homes, and other locations within the boundaries of the District required in the performance of District business. Employees are generally not reimbursed for mileage when using their personal vehicle for routine daily travel. Exceptions may be granted when there is evidence that a District vehicle is not available or other circumstances approved by the superintendent or his/her designee. Prior approval is required for reimbursement.

Meals – Meals are generally not reimbursed within the boundaries of the District. Exception may be authorized by the superintendent or his/her designee for administrators who represent the District at local service groups such as Chamber of Commerce or Rotary.

Mileage – Prior approval for reimbursement is allowed only when approved in advance by the superintendent or his/her designee and when there is evidence that a District vehicle is not available. When travel is a necessary part of performing one's work, the employee may receive blanket approval for the year. Mileage to and from home to the employee's primary work location is considered commuting and will not be reimbursed. Return trips to work are considered commuting and will not be reimbursed.

Reimbursement for private vehicle mileage, if prior approval was granted, will be at the rate allowed by the Internal Revenue Service (IRS).

Local Conferences and Workshops

Definition – Local conference and workshops within 50 miles of the employee's primary work location or primary residence are considered local and overnight lodging will not be reimbursed. Exceptions shall be granted for those traveling with students or under special circumstances approved by the superintendent or his/her designee. See Overnight Travel Section below if your trip qualifies as overnight travel.

Prior Approval - The employee is responsible for obtaining written approval prior to attending any local conference or workshop that will take the employee away from his/her regular duties.

Meals – Meals purchased by the employee while attending a local conference or workshop will not be reimbursed by the District. Meals included as part of the registration will be paid directly to the vendor by the District as part of the registration fees.

Mileage – Reimbursement is allowed only in connection with an approved travel request and when there is evidence that a District vehicle was not available for use on the day of travel. Mileage to and from the conference or workshop will be reimbursed at the IRS approved

mileage rate. Mileage shall be from the employee's primary residence or primary work location, whichever is closest. Additional travel expenses including parking, tolls, shuttle, and ferry may also be reimbursed.

Registration Fees – Registration for local conferences or workshops should be paid by a District purchase order or District purchasing card. If paid by the employee, a reimbursement may be requested with proof of payment and proof of prior approval. A copy of the registration is required.

Travel Advances – Travel advances will generally not be issued. Exceptions shall be granted for financial hardship with approval by the superintendent or his/her designee.

Federal Funding – If using federal funds to cover the cost of a meeting or conference, the event must be consistent with the grant's plan and the event must be directly relevant to the program and operation of the grant. The event must convey information related to the objectives of the grant and be reasonable and necessary to achieving the goals of the grant, and only a reasonable number of staff may attend.

Overnight Travel

Definition – Travel must be beyond 50 miles from the traveler's primary residence or primary work location, whichever is closest, before it qualifies for an overnight stay. Exceptions shall be granted for those traveling with students or under special circumstances approved by the superintendent or his/her designee.

Prior Approval – Prior approval of travel is required for all overnight travel. Travel requests must be approved by the superintendent or his/her designee. The travel request must show meals, lodging, transportation, registration, and any other estimated expenses for which reimbursement will be requested upon completion of travel.

Meals – Meals will be reimbursed during overnight travel at the meal per diem rates reflected on the US General Services Administration website (www.gsa.gov) for the destination city. Meal per diem on the first day of travel and the last day of travel will be prorated. Meal reimbursement will only be provided if the conference or lodging does not provide meals. For example, a breakfast meal reimbursement will not be provided if the hotel provides a complimentary breakfast. However, reimbursement may be provided if the hotel only offers a light continental breakfast.

Registration Fees – Registration for conferences or workshops should be paid by a District purchase order or District purchasing card. If paid by the employee, a reimbursement may be requested with proof of payment and proof of prior approval. A copy of the registration is required.

Travel Advances – Travel advances may be requested by the traveler based on financial need. A written request for a travel advance must be submitted to the superintendent at least ten business days prior to the date of the travel. Travel advances are paid in the form of a check payable to the staff member. A statement of expense must be submitted to the superintendent within ten business days following completion of the travel. If the actual expenses are less than the travel advance, the staff members will reimburse the District for the difference. Any unreconciled travel advances not returned within ten days are subject to 10% interest.

Federal Funding – If using federal funds to cover the cost of a meeting or conference, the event must be consistent with the grant's plan and the event must be directly relevant to the program and operation of the grant. The event must convey information related to the objectives of the grant and be reasonable and necessary to achieving the goals of the grant, and only a reasonable number of staff may attend.

Lodging – Reasonable expenses for lodging are reimbursable. Lodging will be reimbursed only if the employee is traveling 50 miles or more from their primary work location or residence, whichever is closer. Exceptions shall be granted for those traveling with students or under special circumstances approved by the superintendent or his/her designee. For out-of-state conferences, lodging reimbursement is limited to the day before the conference begins and the day the conference ends. An exception may be granted upon written request. Conference or government rates are preferred. Receipts are required. If two or more people share a room, the employee paying the bill and requesting reimbursement will note on the receipt all other employees who shared the room.

Transportation – Reasonable transportation expenses incurred shall qualify for reimbursement, such as airfare, taxis, rental cars, shuttles, and parking fees. Travelers are encouraged to use the most economical travel method possible. Airfare will be limited to coach class. Rental cars shall be limited to compact cars; no car rental insurance will be reimbursed. In cases where other methods are chosen, written justification may be required prior to reimbursement. Itemized receipts are required.

Reimbursement of Claims

Reimbursement for travel, mileage, and other expenses must be submitted to the Office Manager on the **Employee Expense Reimbursement Form** no later than 30 days after the end of the month in which the expense was incurred.

A statement of expenses is to be submitted for each trip (Local Conference/Workshop and Overnight Travel) for which reimbursement is being requested. Staple all required original, itemized receipts and agendas to the claim (see above).

Green Mountain School District No. 103

Effective Date: 12/19/2018

Procedure 6213P

Section: Management Support

Non-Reimbursable Expenses

The following expenses are not reimbursable:

- Alcoholic beverages
- Personal items
- Mileage to and from home
- Mileage for school levy promotions and other nonofficial school functions
- Entertainment
- Expenses for travel extending beyond the time required for the meeting or business, unless it is in the District's financial interest to extend the travel over a Saturday night or such other rate advantages
- Expenses incurred by family, personal guests, or pets traveling with the employee, including room surcharges
- Restaurant meals over casual business discussion, even if it relates to District business
- Expenses not supported by required, itemized receipts

Green Mountain School District

Classification: Priority

Adopted Date: 12/18/2018

Revised Dates: 02.14;04.17