

STAFF TRAVEL

- I. District travel procedures are applicable regardless of whether the source of funds is the general fund sub-funds, grants, capital projects or any other District fund. It is the intent of the District that, when travel is necessary, the employee may travel safely and comfortably, but not extravagantly. The employee will always consider cost when making lodging and rental car selections.
- II. Travel approval:
 - A. All travel must be approved in advance by an administrator overseeing the school or department.
 - B. Lodging:
 1. All lodging must have the approving signature of an administrator overseeing the school, department or level of the staff member.
 2. If the cost of the hotel/motel is greater than \$100, inclusive of all taxes and other fees, a second approval is required from the site administrator's level supervisor.
 - C. Meal Per Diem:
 1. Reimbursement for meals incurred while traveling overnight will be calculated on a per diem basis.
 2. If the employee is not traveling overnight, meal per diem may be granted on a case by case basis.
 3. The per diem rates are as follows:
 - a. Breakfast \$10
 - b. Lunch \$10
 - c. Dinner \$20
 4. With appropriate paperwork, the staff member may ask for the meal per diem in advance of their travel.
 5. The staff member is not required to submit receipts when meal per diem is provided.
 6. Per diem is only allowed for meals that are not paid by the District elsewhere (ie included in conference registration).
 - D. Travel by Personal Car - Local Use:
 1. Travelers may occasionally find it necessary to use their private automobiles while on district business. Such use should occur only with the knowledge and consent of the traveler's immediate supervisor.
 2. No mileage reimbursement will be allowed for commuting miles, which are miles from home to work and work to home.
 3. Reimbursement rate per mile covers all costs of operating a car. Additional operating expenses cannot be claimed.
 4. Mileage reimbursement at the IRS rate can not be claimed by those employees that also receive a mileage stipend.
 - E. Travel by Personal Car Out-of-District or Out-of-State:
 1. Travel in a personal car will be reimbursed at the standard mileage rate set by the Internal Revenue Service.

2. If a route other than the shortest one is taken, an explanation must be made.
3. Justification for use of personal car for out-of-state travel shall be based on the following:
 - a. When the destination is not conveniently accessible by plane;
 - b. When various points must be visited and plane schedules are inconvenient;
 - c. When articles must be carried, and to take them by air would not be feasible;
 - d. Traveler's inconvenience.
4. Allowable travel charges when employees drive their cars for their own convenience - The District will pay for transportation at current rate per mile or plane fare (coach seat) plus usual cab fare, whichever is less. Hotel, meals, cab and other charges will be reimbursed, using as a basis the time the traveler would have been gone had they used air transportation.
5. In case a private car is used from home to or from airport or railroad station, mileage for one round trip and parking will be reimbursed.

F. Insurance Coverage:

1. Insurance costs are included as part of the mileage allowance.
2. All persons operating their private vehicles on behalf of the district must carry personal liability and property damage insurance in the amounts set forth in Item 3.
3. District employees are required to carry the insurance listed below with the following limits.
 - a. Personal liability \$100,000 per person, \$300,000 per accident
 - b. Property damage \$ 5,000 per accident
 - c. Uninsured motorist \$ 50,000 per accident
 - d. Personal injury liability \$ 50,000 per accident

G. Accidents Involving Private Cars - Should an employee become involved in an accident while using their personal car on district business, local or state police should be notified as provided by law.

H. Combining Official and Vacation Travel (The following applies to employees who wish to take vacation or other personal leave while on official travel.)

1. All time away from work caused by traveling by less than the most expeditious means available (for example, going by route other than direct route or travel by car when air would be faster) must be charged to appropriate leave, unless otherwise authorized for medical reasons and approved by the superintendent or designee.
2. If the employee travels for vacation purposes to any point they would not have visited for business, they must pay the difference in transportation costs, i.e., the actual fare minus the "basic transportation cost," defined as the amount the transportation would have cost using the most direct route, without unnecessary stopovers en route.
3. All subsistence and local transportation (taxi, car fare, etc.) while on vacation time is paid by the traveler.
4. The traveler need not pay any of the basic transportation costs (as defined in 1-2 above, even though they spend a substantial part of the total time away from home on vacation, provided they were directed in advance by the district to make the business trip).

III. Use of Rental Car:

- A. Rental automobiles should be used only when their use will result in savings or otherwise be more advantageous to the district, or when the use of other transportation is not feasible.
- B. Traveler will rent an automobile that is the lowest cost to the District while suitable for their travel needs.
- C. Rental cars should be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the responsibility of the traveler.

IV. Meal Conference and/or Business Entertainment Expenses:

- A. Justifiable and reasonable expenses incurred for entertaining individuals or groups on behalf of the district will be reimbursed. Such expenditures, which require the approval of the school or site administrator, include cost of entertaining official visitors, luncheon and dinner conferences, employee meetings, etc. Itemized receipts are required for reimbursement. The purpose of the expense and attendees shall be identified on the receipt.
- B. Reimbursement of expenses for activities related to associations of collective bargaining units are not authorized except as provided by negotiated agreements.

Reviewed / Approved by Cabinet: 7/28/08