

**Administrative Procedures for Policy #5600 (Business)  
Regarding Employee Travel Reimbursement**

- I. All business-related expenses are reimbursable within the guidelines of this procedure. These expenses may include mileage, meals, lodging, tolls, parking, and public transportation.
- II. Expenses for travel that is outside of an employee's normally assigned job responsibility (e.g. seminars, workshops, conferences) must be pre-approved by the employee's immediate supervisor.
- III. Mileage
  - A. Business-related travel in privately owned vehicles which exceeds the employee's daily commuting mileage is eligible for reimbursement.
    1. The employee's daily commuting mileage and any other non-business related mileage is to be deducted from the total mileage the employee traveled. The remainder is eligible for reimbursement.
    2. Daily commuting mileage is determined based on the employee's assigned base location as identified by the employee's immediate supervisor.
    3. Mileage will be reimbursed at the Internal Revenue Service (IRS) allowable rate in effect at the time the travel occurs (except when Section IV.D. applies).
  - B. Commuting mileage between the employee's place of residence and workplace assignment is not eligible for reimbursement with the following exceptions:
    1. Home Hospital Teachers who provided one-on-one instruction at a non-school instructional site will be reimbursed for mileage to and/or from their place of residence and the instructional site.
    2. Extended School Year (ESY) Service Providers who provided one-on-one instruction at a non-school instructional site will be reimbursed for mileage to and/or from their place of residence and the instructional site.
    3. Compensatory Education Service Providers who provided one-on-one instruction at a non-school instructional site will be reimbursed for mileage to and/or from their place of residence and the instructional site.
    4. Employees for whom a special exception is made by the Superintendent or his/her designee.
  - C. Staff members required to travel on non-duty days are eligible for reimbursement for mileage to and from the employee's residence and the work location.
- IV. Other travel expenses

- A. Meals are reimbursable for out-of-county business-related travel provided this reimbursement has been pre-approved by the employee's immediate supervisor subject to the following guidelines:
1. The employee is on approved out-of-county business-related travel;
  2. The employee's travel obligations require that both lunch and dinner be obtained during the course of their out-of-county work, as the result of an extended workday, and the one-way commute to the out-of-county business-related travel is in excess of 60 miles from the employee's work location or residence (whichever is closer to the event location);
  3. All meals will be reimbursed for employees who are on approved overnight travel.
  4. Reimbursement for meals is limited to the rate for the geographic location visited. The rates by geographic location can be found on the U.S. General Services Administration (GSA) website at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The standard rate will apply when an employee travels to a town that is not specifically listed on the GSA website;
  5. When meal expenses are reimbursed from restricted funds, the reimbursements are subject to the per meal limitations outlined on the GSA website. Employees can access the breakdown by clicking on the link entitled "Breakdown of M&I Expense" in the footnotes section of the per diem rate table;
  6. Employees must submit itemized restaurant bills which describe the items purchased along with original receipts which show the amount paid and the method of payment;
  7. An employee is to obtain and submit restaurant bills that reflect only his/her meal purchases when dining with others;
  8. The cost of alcohol purchases will not be reimbursed and are not to be included on itemized bills submitted for reimbursement. The employee is to obtain a separate bill for alcohol purchases.
- B. Tolls, parking and public transportation expenses are reimbursable. Original receipts must be submitted to receive reimbursement for these expenses.
- C. Overnight travel and the related hotel accommodations must be pre-approved by the employee's immediate supervisor and the Superintendent or his/her designee. Every effort will be made to ensure the expenditures for lodging are reasonable. Consideration of approved overnight travel may include:
1. Attendance at multi-day events which would otherwise require out-of-county business-related travel in excess of 60 miles from the employee's work location or residence (whichever is closer to the event location);
  2. Early morning (before 7am) or late evening (after 5pm) event attendance at out-of-county business-related travel in excess of 60 miles from the

employee's work location or residence (whichever is closer to the event location).

- D. Out-of-state business-related travel often requires employees to travel by airplane. When it would be more feasible to travel by airplane but an employee desires to drive a privately owned vehicle instead, then the following provisions will apply:
  - 1. The employee must receive approval from the Superintendent or his/her designee to drive a privately-owned vehicle prior to taking the trip;
  - 2. The employee will not be reimbursed the IRS per diem rate for mileage. Instead, the employee will be reimbursed an amount equivalent to the cost of airfare to the business destination. The employee is to obtain documentation of the cost of airfare from the individual who is responsible for securing airline tickets for other employees in the applicable department/school. The documentation is to be obtained at the time airline reservations would ordinarily have been made for the trip;
  - 3. The employee must use either personal leave or annual leave for travel time that exceeds one day for the departure and one day for the return trip.
- E. If an employee travels by airplane to a business destination that is so remote as to require the use of a rental vehicle, then:
  - 1. The employee must receive authorization from the Superintendent or his/her designee prior to obtaining a rental vehicle; and
  - 2. The employee will only be reimbursed for the cost of a basic car rental. The cost of luxury vehicles will not be reimbursed.

V. Monthly Mileage and Expense Report, and Travel and Expense Report

- A. All employees requesting reimbursement for travel-related expenses must complete either a Monthly Mileage and Expense Report or a Travel and Expense Report.
  - 1. If the reimbursement request includes mileage, parking, tolls, or public transportation only, the request should be submitted on a Monthly Mileage and Expense Report form no later than the 15th of the following month.
  - 2. If the reimbursement includes hotel and/or meals, the request should be submitted on a Travel and Reimbursement Form no later than the 15th of the following month.
- B. Employees must submit original, itemized receipts for all expenses for which reimbursement is requested (with the exception of mileage and excluding taxes). Receipts that only show the total amount spent and do not show details regarding the purchase(s) cannot be accepted. The receipts must be attached to the completed Travel and Reimbursement Form.
- C. The form must be submitted to and approved by the employee's immediate supervisor.
- D. All approved Monthly Mileage and Expense Report and Travel and Expense Reports must be submitted to the Finance Department.

- E. Monthly Mileage and Expense Reports and Travel and Expense Reports should be submitted monthly.
- F. Monthly Mileage and Expense Reports and Travel and Expense Reports submitted after July 15 for expenses incurred during the previous fiscal year may be disallowed at the discretion of the Director of Finance.