

Business and Non-Instructional Operations

TRAVEL EXPENSES

General

This regulation applies uniformly to employees, governing board members, superintendent of schools and representatives of the governing board.

Travel includes attendance at workshops, seminars, conventions, conferences or other meetings of interest to the district.

Expenditures are incurred for curricular, special services and other activities legally authorized to be performed by the Superintendent or Superintendent's designee.

Travel expenses must be actual and necessary.

The following are the conditions under which personnel would be able to claim mileage reimbursement for travel that is necessary for the job:

1. Travel that takes place between the first district/assignment and their final destination before returning home.
2. For the circumstances when an employee is requested to proceed directly to a work site that is a longer distance from the employee's home than it is from the employee's home to the primary work site, the difference between the two distances could be claimed.
3. The condition described under No. 2 above would also apply for returning home from a work site that is a longer distance than the distance from the employee's primary work site to home.
4. When the distance to the initial work site or home from the final work site in a day is less than the distance to/from the primary work site, no travel reimbursement will be made.

Mileage Reimbursement

1. District employees while on school business may receive reimbursement at the IRS approved rate for use of their own vehicles when approved in advance by the Superintendent or Superintendent's designee.
2. When it appears more economical for an employee to use his/her own vehicle to attend to school business (i.e., on the way to school in the morning or returning at night and stopping while in route), he/she may be reimbursed at the IRS approved rate.

Administrative Regulations 3470(b)

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Travel/Conferences Administrative Policy and Procedures (Exhibit 3470(a))

If travel is necessary during the normal workday of the employee and involves no cost to the district other than employee salary, mileage, and/or registration costs, the Superintendent or Superintendent's designee may authorize travel.

Travel Status for Less than 24 Hours

1. Claims for lunch are not allowed, except under special circumstances, as determined by the Superintendent or Superintendent's designee. Indicate explanation on claim.
2. Employees required to do work at least two hours after normal quitting time outside the District may claim dinner expense up to \$16.50

Reimbursement Request Form (Exhibit 3470(b))

If travel is to involve costs to the District other than mileage, registration cost or the employee salary while absent from the work location, a Reimbursement Request Form shall be prepared by the employee and shall include a detailed cost estimate. Normally, all cost in conjunction with travel shall have been provided for in the District budget. Exceptions require the approval of the Superintendent or Superintendent's designee.

The Superintendent or Superintendent's designee shall be required to approve the Reimbursement Request Form as appropriate.

Registration

Registration fees are authorized.

Conference Fees

Conference fees for specific events shall be reimbursed, excepting that cost of conference-sponsored or unsponsored activities which are essentially entertainment or non-business shall not be reimbursed.

Meals

Reimbursements shall be based upon the per diem rate published on the General Services Administration website (Exhibit 1). If a meal is not taken, no amount may be claimed. Reimbursements are intended solely, for meals and non-alcoholic beverages (BP 4020).

NOTE: Board Policy 4020, prohibits drug/alcohol consumption at the work place or place where employee is engaging in district business.

If a meal should exceed the limitation, the claimant has the option of claiming the limitation amount, or claiming the actual higher amount with a statement of justification attached to the claim, as well as the Superintendent's authorized signature approval.

Administrative Regulations 3470(c)

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Gratuities may be paid if the total payment of the meal and gratuity do not exceed the limit for meal reimbursement.

Meals-Reimbursed for less than 24 hour period

Reimbursement of meals when the employee is on travel status for less than a full 24-hours period:

<u>If Travel Begins Before</u>	<u>And Travel Ends After</u>	<u>These Meal Allowances May Be Claimed</u>
7:00am	9:00am	Breakfast (Max. \$10.00)
11:00am	2:00PM	Lunch (Max. \$21.00)
5:00PM	7:00PM	Dinner (Max \$33.00)

Meal claims, which exceed the previous limitations but do not exceed the maximum per diem rate are authorized. Meal claims exceeding limits previously specified shall be submitted to the Superintendent or Superintendent's designee for specific approval with justification statements attached.

Banquets

A banquet breakfast, luncheon or dinner, which is an official part of a conference and for which there is a prescribed fee, may exceed a meal limitation amount as previously designated and may be reimbursed at actual cost, as approved by the Superintendent or Superintendent's designee.

Lodging

Lodging shall be reimbursed according to the ~~Internal Revenue Service Publication 1542~~ *on the General Services Administration website* (Exhibit 1). If a spouse is in attendance, reimbursement shall not exceed the rate for single occupancy lodging. The maximum reimbursable amount shall be at the single occupancy rate established for conference/event lodging, as approved by the Superintendent or Superintendent's designee.

Other Transportation

Economy, standard, tourist, or similar airfare rates are allowed. First class fare will be allowed only in emergency situations with prior approval of the Superintendent or Superintendent's designee. The option for use of a private vehicle or air transportation or other mode may be allowed except that the district shall make reimbursement for transportation resulting in the least cost to the District, considering all other costs. The amount allowed for subsistence expenses would be no more than the per diem amount that would have been allowed had the trip been made by public transportation.

Administrative Regulations 3470(d)

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Advances

The Superintendent or Superintendent's designee for official business trips may issue district funds in advance of travel upon approval, for claimant's three weeks prior to first Business and Non-Instructional Operations Administrative Regulation 3470(d) travel day. Advances will be limited to no more than 75% of the total estimate expenses. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall file a claim showing amounts expended and reimburse the District Office for the excess amount expended within 30 days after return from the trip.

District personnel with outstanding advance will not be entitled to further advances until all previous advances have been cleared.

Non-Employees

Non-employees, such as parents or community members, may be authorized to perform travel as representative of the district.

Incidentals

Other incidental minor cost, as claimed, may be approved by the Superintendent or Superintendent's designee, provided such other costs are explained in detail and do not include personal expenses.

Telephone

Telephone or telegram expenses are permitted for district business purposes only.

Delegation of Authority to Superintendent

The authority to authorize employee travel is hereby delegated to the Superintendent or Superintendent's designee. All restrictions and limitations within this policy shall apply.

Documentation Requirements

When travel is properly authorized and costs are incurred, the claimant shall be required to prepare a claim, which shows in detail all expenditures incurred. Invoices or proof of payment shall also be provided and attached to the claim for the following:

Necessary Invoices or Proof of Payment

Air fare/train fare

Lodging

Registration

Conference fees

Car rentals

Meals (for less than 24 hour period)

Administrative Regulations 3470(e)

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The claimant shall certify by signature that all amounts claimed were actual and necessary. Documentation must show the inclusive dates of each trip for which allowances are claimed and the times of departure and return. Time of departure and return means the time employee starts the trip, from office or home, and ends the trip, at office or home.

The Superintendent or Superintendent's designee shall be required to review and approve each travel claim by signature. In the event any travel cost item is not covered by or exceeds this policy, the claim and item in question shall be referred to the Superintendent for specific approval with a statement of justification.

Claims shall be filed within 30 days after return from travel or be considered null and void.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees in staff development projects

Approved: November 13, 1997

Revised: 12/16/99; 9/14/16

WEST SONOMA COUNTY UHSD
Sebastopol, California