

## **REIMBURSEMENT FOR TRAVEL EXPENSES**

All travel reimbursements, to be paid from any District fund must receive advanced administrative approval on a "Request to Attend a Professional Meeting" form. To be eligible for reimbursement, all claims for mileage and other reimbursable items must be pre-approved on the "Request to Attend a Professional Meeting" form and submitted on a "Mileage & Expense Report" form within thirty (30) days of the latest expense included on the claim(s).

### **MEALS**

Reimbursement rates for meals, which will include tax and tip are as follows:

Breakfast: \$8.00      Lunch: \$12.00                      Dinner: \$19.00

Reimbursement for meals will be allowed on the following conditions:

1. Breakfast: Non-reimbursable, except with an approved overnight stay. Not reimbursable if free-continental breakfast is available at hotel or conference
2. Lunch: Reimbursable, if the event begins before and continues through the customary lunch period, is not already included as part of the pre-approved event, and is a pre-approved expense.
3. Dinner: Non-reimbursable, except with an approved overnight stay and not including the day of return.

Meals that are pre-approved, for the amounts listed herein, will require detailed receipts substantiating the meal claim(s). Reimbursement will be disallowed for unsubstantiated claims.

### **LODGING**

The District will reimburse for motel rooms (single occupancy rates), and business telephone calls. The District encourages employees to share a room as a reasonable means to reduce District costs. The employee will be responsible for the cost of additional persons in the room such as a spouse and/or children.

Unless approved in advance by a supervisor, payment for all lodging, registration and other approved travel related expenses should be made with the District p-card. The District is tax exempt and it is the responsibility of the employee to ensure that the District is not being charged sales tax and usually motel/hotel tax. A receipt for lodging must be turned in with any reimbursement claim that includes overnight lodging.

### **MILEAGE**

Mileage will be reimbursed at the IRS approved rate for the current calendar year. Unless advanced administrative approval is received, mileage will be paid to only one person when multiple individuals are attending the same event at the same site. Reimbursement will not be made for non-business required travel.

### **OTHER TRAVEL EXPENSES**

The District will pay for airline tickets at the coach rate. Employees are encouraged to "shop" for discounted rates whenever possible. Other expenses such as parking, taxicabs, rental cars

and other incidentals will be reimbursed when they are a necessary part of attending the school related event.

### **UNALLOWABLE COSTS**

The District will not reimburse for parking violations, traffic tickets, bar bills for alcoholic and non-alcoholic beverages consumed in a social setting, accidents, and any other non-business related expense. Non-alcoholic beverages consumed as part of a meal will be allowed. Alcoholic beverages consumed as part of a meal will not be reimbursed. Meals included in the cost of lodging or registration fees are not reimbursable as separate items.

### **APPROVAL**

Travel must be requested in advance by submitting a “Request to Attend a Professional Meeting” form. The form must be prepared sufficiently in advance of any travel to permit processing prior to starting travel. The form will not be processed if it is incomplete. A budget account number is required. Upon authorization and processing, the approved request will be returned.

**APPROVED:** September 10, 2001  
March 21, 2005  
October 17, 2005  
July 15, 2013  
**SEPTEMBER 18, 2017**