

## GENERAL PERSONNEL TRAVEL COMPENSATION REGULATION

### Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position shall be reimbursed at an amount per mile as determined by the board.

Employees who are allowed a district travel allowance shall have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

### Travel Outside the District

#### 1. TRANSPORTATION

When traveling outside of the district, a request will be submitted for use of a school district vehicle. Assignment will depend upon availability. Mileage reimbursement will only be approved when a district vehicle is not available. When traveling with other district employees, consideration should be made to minimize cost. Community or personal use of school vehicles is prohibited. If the employee utilizes their personal vehicle, the employee shall be reimbursed at an amount per mile as determined by the board.

#### 2. MEALS

- a. Employees will be reimbursed the actual cost of meals while attending any approved event up to the allowance established by the U.S. General Services Administration. Detailed receipts must be submitted for reimbursement.
- b. If a meal or meals are included in the conference registration fee, three-fourths of the federal meal allowance rate will be allowed for the balance of meals.
- c. Banquets - Employees who attend a banquet meal as part of the event will be reimbursed the full cost of the banquet.

#### 3. MOTEL/HOTEL

The district will pay for lodging for employees attending approved events outside the district. Charges for spouses, phone calls, movies, and other non-reimbursable charges must be paid by the employee at the time of checkout.

#### 4. TAXI/LIMOUSINES

The district will reimburse for fares on public transportation while attending out-of-area events provided that the fares are for travel to and from airports, train stations, etc.; to and from motels/hotels; and to and from meeting places. If possible, the employee or board member should get receipts for

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these fares. No reimbursement will be made for personal trips, sightseeing, etc.

5. CAR RENTAL

The district will reimburse for rental of a car while attending out-of-area events, if the car rental is approved by the superintendent. This reimbursement will be limited to charges for travel to and from airports, train stations, etc.; to and from motels/hotels; and to and from meeting places. No reimbursement will be made for personal trips, sightseeing, etc. A receipt must be turned in before reimbursement is made. Charges that would normally be reimbursed may be paid for with a district credit card.

6. TOLLS

The district will reimburse for tolls paid on roads and bridges while attending out-of-area events. If possible, the employee should get a receipt.

7. PARKING

The district will reimburse for parking fees paid while attending events. Whenever possible, long-term parking costs should be avoided. Receipts should be obtained, when available, and submitted with the request for reimbursement.

8. RECEIPTS

School district personnel and officers shall be reimbursed for expenses incurred as listed above for approved travel. Reimbursement for these expenses will occur upon submittal of a detailed receipt indicating the date, purpose and nature of the expenses incurred. Failure to provide a written receipt shall make the expense a personal expense. In exceptional circumstances, the superintendent may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim.

Approved: March 23, 1998  
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