

## Rules

Book: Rules  
Section: D - Fiscal Management  
Title: Travel Expense Reimbursement: District Business  
Number: DJD  
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Legal:  
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### Policy Detail

When traveling on district business, employees are required to use the most economical means for transportation and lodging. Reimbursement for expenses will not be considered unless the trip had prior approval.

To receive reimbursement for eligible expenses, the District Reimbursement Request for Travel Expenses form must be completed by the employee. After the form is reviewed for accuracy, signed, dated and approved by the supervisor who approved the travel, the form should be submitted for payment to the Budget Department with the conference agenda attached.

The employee must provide original receipts for all expenses except meals and personal vehicle mileage. For example: lodging, conference registration or work-related telephone charges; parking, air, boat, train, bus and shuttle/taxi fares, etc.

Meal reimbursement is based on the District's schedule. If a conference or seminar registration includes meals, the employee is not eligible for meal reimbursement. However, if an employee is the District's representative, or designee, at a non-conference event with his supervisor's prior approval, an original receipt for actual meal cost reimbursement may be submitted in lieu of the per meal schedule.

#### Per Meal Reimbursement Schedule

Breakfast, a.m. \$ 8.00  
Lunch \$12.00  
Dinner, p.m. \$19.00  
Total \$39.00

#### Limitations of Allowable Expenses

##### 1. Personal Automobile

When an employee drives his personal automobile on necessary district business, the District will reimburse the employee at a rate per mile based on the IRS standard mileage rate. Mileage between the employee's home and his main or regular work location is not reimbursable. These costs are considered personal commuting expenses. Commuting miles must be subtracted from miles driven.

**For Example:**

If an employee's regular commute is 10 miles and he drives 25 miles to a school prior to reporting to his primary work location, he can request reimbursement for 15 miles (25 - 10 = 15). If an employee's regular commute is 10 miles and his first stop is at a school that is 5 miles from his home, he cannot claim reimbursement. The miles driven were less than his regular commute.

The employee shall bear the expense of insurance, supplies and upkeep of his personal vehicle.

**2. District Owned Vehicles**

When traveling in a district owned vehicle, the District shall bear the expense of gas, insurance, supplies and maintenance; no mileage reimbursement will be allowed. For commuting and incidental personal use of district owned vehicles, employees should follow established guidelines. The employee will be responsible for any tax liability relating to the commuting or personal use of a district vehicle.

**3. Lodging (Hotels)**

When attending a conference, the maximum rate for lodging will be the single room, conference site rate. If not attending a conference, the employee should request the Federal Lodging Rate as established by the U.S. General Services Administration i.e. the most economically reasonable rate available. If you cannot obtain a federal lodging rate, you must state on the Reimbursement Request form that you requested the federal lodging rate. Payments should be submitted in advance to allow direct payment to the vendor (hotel). If the number of hotel days exceeds the number of conference days, a written explanation must be submitted with the reimbursement request. For example, "I had to stay over Saturday night for a reduced air fare; copies of rate differences are attached."

4. When the most economical means of transportation is an airline flight, and the employee elects to travel by personal vehicle, travel reimbursement to and from the destination will be restricted to the price of the airfare for a coach ticket. This rule will be waived when an employee is restricted by reason of health from traveling by air, provided appropriate medical documentation is submitted with the reimbursement request.

5. If several employees of the District are attending the same meeting (conference), the most economical means for transportation and lodging shall be coordinated. For example: use a district vehicle and/or organize a car pool.

6. No reimbursement will be made for overnight lodging within 50 miles of the employee's assigned work location.
7. For in-county, business related meals; reimbursement will be based on the District's Per Meal Reimbursement schedule.
8. If a dependant, or spouse who may be an employee, accompanies the employee on an authorized trip, only those expenses that are directly attributable to the employee for the leave may be reimbursed.

#### Advance of Funds for Travel

Travel advances should only be considered when there are no other payment options. Advance funds for travel shall not be requested if the expense can be paid with a purchase order.

The District's minimum advance amount is \$300.00. Employees traveling on official business may submit the District Travel Advancement Request form prior to their departure date if the total anticipated travel expenses exceed \$300.00. Following a trip, district procedures must be followed to reconcile the advance by submission of a district Reimbursement Request for Travel Expenses form, with required documentation, no later than 30 days following the trip. Any advanced funds not expended must be returned to the District.