

MEMORANDUM

Subject: **Reimbursable Travel Expense**

The following is a summary of reimbursable and non-reimbursable travel expenses as well as procedures for processing reimbursement requests:

DEFINITIONS:

1. ***Class A Travel:*** Continuous travel of more than 24 hours away from official headquarters. (*Period shall be midnight to midnight*)
2. ***Class C Travel:*** Travel for short or day trips where the traveler is not away from his or her official headquarters overnight.
3. ***Official headquarters:*** The location where the employee's office is located or the majority of the employee's work is performed.
4. ***Travel expense:*** The usual ordinary and incidental expenditures necessarily incurred by a traveler, limited to expenses outlined below.
5. ***Travel day:*** A period of 24 hours consisting of four quarters of 6 hours each.
6. ***Common carrier:*** Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
7. ***Per Diem:*** A total of \$50 for a 24-hour period or ¼ (\$12.50) for a 6-hour period.
8. ***Actual Expense:*** If actual expense exceeds \$50, the standard meal allowances listed below plus actual expenses for lodging at a single-occupancy rate to be substantiated by paid bills therefore.

REQUIREMENTS:

Per Board Policy 6550 adopted 7/29/08, revised 4/28/15, any out-of-county Temporary Duty Elsewhere (TDE) must be submitted to the Board for Pre-Approval, except in an emergency situation. The TDE must include a signed statement as to the purpose of the travel and be accompanied by the notice or tentative agenda of the meeting, workshop, conference or other official business of the employee.

REIMBURSEABLE TRAVEL EXPENSE:

1. For class A or B travel: Per diem of \$50 per 24 hours or,
2. Actual Hotel expense supported by official receipt. (*Including taxes required to be paid by the employee*) Hotel rooms shared with other employees shall be reimbursed equally. Each employee shall provide a receipt with the total reimburse able amount being split between employees.
3. **Meal allowances (out of County) in the amounts listed below.**
4. Transportation expense supported by a receipt, i.e. Car Rental, Air Fare, Taxi, etc.
5. Traveler's using a privately owned vehicle shall receive **\$.535** per mile.
6. Ferry fares; bridge, tunnel, and road tolls accompanied by a receipt.
7. Storage and parking fees accompanied by receipt.
8. Communication expense for official business as itemized.
9. Registration fees for the approved convention, conference or workshop.

MEAL ALLOWANCE:

1. **Breakfast: \$9.50** – When travel begins *before* 6:00 a.m. and extends *beyond* 8:00 a.m.
2. **Lunch: \$16.50** – When travel begins *before* 12:00 noon and extends *beyond* 2 p.m.
3. **Dinner: \$25.00** – When travel begins *before* 6:00 p.m. and extends *beyond* 8 p.m.

UNAUTHORIZED TRAVEL EXPENSES:

1. **Class C meals when traveling within Monroe County.**
2. Travel expenses incurred without pre-approval for the trip.
3. Mileage or transportation expense incurred by traveling in an indirect route for the convenience of the traveler.
4. Mileage when riding as a passenger. (*Only the driver will be reimbursed*)
5. Actual expenses without a receipt.
6. Air fare that are not the most efficient and economic at the time of the trip.
7. Meals or lodging included in a registration or convention fee if the School Board pays the registration.

PROCEDURES FOR REIMBURSEMENT:

1. Complete a Travel Voucher Form.
2. Attach the official agenda for the meeting, conference, convention, or workshop attended.
3. Attach all receipts to support claims for payments.
4. The Principal or Supervisor and/or the Superintendent or his designee, *only if required*, must approve the Travel Voucher Form.
5. **Travel Voucher Form must be received in the District Office within 30 days of return of date in order to be considered for reimbursement.**
6. Travel Reimbursement is processed through the finance department and paid through payroll in regular payroll checks.
7. Forms are available on the District's home page.