

TRAVEL PROCEDURES OPP CITY SCHOOLS

Purpose: To outline the procedures for the documentation and reimbursement of travel by administrators, teachers and support members of the Opp City Board of Education.

Procedures:

1. Employee Authorization for travel: A Professional Development/Travel request form (and registration form if applicable) must be submitted **at least 7 days prior** to travel (unless there are extenuating circumstances) and must be approved by the principal (for expenses reimbursed at the school level) and/or the Superintendent or Assistant Superintendent (for expenses reimbursed by the central office). **You are not required to submit a professional development travel request form for district requested training.** The leave request form must be accompanied by an agenda, brochure or some other form of documentation to substantiate the need for travel. A travel request shall normally be limited to that for which funds have been appropriated in the annual budget.
2. Prepayments: Once approval has been given, registration, and lodging may be paid in advance. If the employee cancels the trip and a replacement employee can't attend, expenses shall be repaid to the Board by the employee.
3. Authorized Expenses: The Board of Education will reimburse the employee for lodging, meals, registration, and mileage for personal vehicle, parking and toll fees. All receipts should be presented for payment, and they shall be itemized.

Hotel expenses will be reimbursed for conferences and events located beyond a 90 mile radius only.

If the school district requires an employee to participate in an organization as a part of the duties of his/her job or if participation in the organization is required for students to participate in events, the Board will pay or reimburse the individual for membership dues in the professional organization. The payment or reimbursement for this expense **does require prior approval** from the Superintendent.

4. Unauthorized Expenses: The Board of Education will not reimburse the employee for alcoholic beverages, snacks, personal supplies, internet or entertainment.
5. Employee Reimbursement Requests: Within **five** working days following the employee's return to work from travel, the employee will submit the Travel Expense Reimbursement form (available on the Opp City Schools website) with each section completed and any required attachments with all of the necessary supporting documentation to his/her supervisor for review and approval. The form will then be forwarded to the bookkeeper. If the form is complete, the bookkeeper will submit the Travel Expense Voucher form for payment. Requests that are not complete will be returned for completion. Once the Travel Expense form is approved for payment, a travel reimbursement check will be included in the first available accounts payable check run. Check runs are generally scheduled on the 10th and the 23rd of the month.
6. Meal Allowances: Employees traveling may be reimbursed the actual costs of meals within the maximum limits established in these travel regulations.

The daily meal allowance shall be capped at \$50 per day for overnight trips - \$30 for day trips.

An employee will be reimbursed for actual expenses up to the prescribed limit. **A gratuity of up to 15% may be included.** Daily unused meal allowances may not be applied to other day's allowances.
Expenses in excess of the prescribed limits will not be reimbursed.

No meal allowance may be claimed if a meal is included in conference registration.

7. Mileage Reimbursement Rate: Employees may be reimbursed for business miles traveled in a personal vehicle at the Standard Mileage Rate prescribed by the Internal Revenue Service. Reimbursement is for point-to-point mileage only.
8. Required Documentation of Allowable Expenses (reimbursement of authorized expenditures will be made only if substantiated):
 - a. **Registration fee** – documented by publication or by invoice/receipt or a copy of check showing payment. This is usually paid in advance by the board.
 - b. **Meals** – (including gratuities actually paid not exceeding 15%) – ***dated, itemized receipt.***
 - c. **Lodging** – original itemized invoice.
 - d. **Mileage for personal vehicle** – substantiated by a map attached to the expense account form from point to point; no incidental mileage will be paid.
 - e. **Parking and Toll fees** – substantiated by dated receipt.
 - f. **Other expenses** – documented by dated receipts.

Please note: Cash register tapes, scraps of paper or other reimbursement claims that are not determinable as to the date, the place and the type of expenditure will be disallowed for reimbursement.

9. Employee Responsibilities: Employees are responsible for ensuring the most reasonable rates for all expenditures. If at all possible, employees traveling to the same location for the same purpose should carpool.
10. Other Provisions: The Superintendent or Assistant Superintendent/CSFO may authorize exceptions to the provisions set forth if he/she deems the exceptions necessary to meet the needs of the School Systems operations. Principals or Central Office Administrators, accompanied by an explanation of the circumstances that justify the need for making the exception, will request the Superintendent's or Assistant Superintendent/CSFO's authorization of exceptions in writing.