

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

GUIDELINES

REGARDING

TRAVEL REQUIRED FOR OFFICIAL SCHOOL BUSINESS

The following guidelines outline the employee and employer responsibilities and guidelines for reimbursements to employees traveling on official school business.

Employee Responsibility

An employee traveling on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Excess costs, circuitous routes, delays, or luxury accommodations and services unnecessary, unjustified, or for the convenience or personal preference of the employee in the performance of official school business are not acceptable. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience.

Authorization for Travel Expenses In and Out of State

Written approval by the Principal and Superintendent (on the "Request To Attend Professional Development Opportunity" form) must be obtained in advance to obtain reimbursement for any travel (in or out of state) expenses including conference fees, meals, lodging, mileage or any other travel-related expense. Requests for reimbursement should be filed within 14 days after the travel period ends for which the reimbursement is being requested. A receipt or a claim form (for mileage reimbursement) must be provided for each reimbursement.

Authorization for Out-Of-Country Travel

All out-of-country travel for official school business must be authorized by the School Board.

Reimbursement for Lodging:

Written approval by the Principal and Superintendent must be obtained in advance in order to qualify for reimbursement for overnight stays. The travel must involve a travel destination located at least 50 miles from the employee's regular school assignment. Specific dates of lodging must be listed on the reimbursement request, and substantiated by a receipt from a commercial lodging establishment, *not to exceed \$125.00 per night*. The Corporation has a tax exempt status; therefore the employee should provide the lodging facility with our tax exempt number. Reimbursement of taxes will not be permitted. It is the traveler's responsibility to check out of the accommodation on time. Additional expenses for late check-outs will not be reimbursed. If lodging is shared, by two or more employees, the reimbursement will be paid to the employee(s) providing a receipt, not to exceed the total cost of the room. (The employees can split the room and each pay a portion and each employee will be reimbursed for the portion he/she pays or one employee can pay for the room and receive the total reimbursement). All

employees are urged to stay in hotels offering reasonable government rates. These reduced rates must be requested of the hotel in advance. Conference hotels may be utilized so long as they do not exceed the \$125.00 per night rate, but every effort must be made to secure any reduced rates. If the employee chooses to stay in a lodging facility that charges more than \$125.00 per night, the employee is responsible for the excess charge to the lodging facility.

Reimbursement for Conference Fees:

Written approval by the Principal and Superintendent must be obtained in advance in order to qualify for reimbursement for conference fees. An employee may be reimbursed for the cost of registration fees associated with attending School related conferences.

Reimbursement for Meals:

Written approval by the Principal and Superintendent must be obtained in advance in order to qualify for reimbursement for meals. Meals will be reimbursed while traveling on official school business up to the amount indicated on the receipt, but not in excess of the following allowable subsistence expenses incurred while traveling on official school business:

- Breakfast \$7.50 if travel requires the person to be out of town prior to 6:00 a.m.
- Lunch \$10.00 if travel requires the person to be gone during normal lunch hours.
- Dinner \$17.00 if travel requires the person to get to their home after 7:00 p.m.

Tips for meals are included in the meal allowance. The costs of meals included in other related activities (registration fees, conference costs, hotel registration, etc.) may not be duplicated in reimbursement requests. Under no circumstances will the Corporation reimburse employees for any alcoholic beverages.

Reimbursement of Mileage, Tolls and Parking Fees:

Written approval by the Principal and Superintendent must be obtained in advance in order to qualify for reimbursement for mileage, tolls and parking fees. When driving a personal vehicle, a driver will be paid a mileage allowance for travel starting from their home or school; whichever is closest to their point of destination at the rate of 40 cents per mile providing:

- The route or routes taken to and from the destination are the shortest and most cost effective, and use the appropriate points of departure and return;
- Additional mileage, not to exceed 10% of the "Shortest Route" mileage, may be claimed when the usually traveled route entails the use of an interstate highway which is not the "Shortest Route". The 10% additional mileage is a maximum deviation and not an automatic additional charge.
- Mileage may be computed from internet websites such as Googlemaps or Mapquest, but adjusted where appropriate; (i.e.; detours which must be documented on the travel voucher in order to claim mileage reimbursement), but in no case shall the allowable mileage exceed the actual state or atlas map mileage.

An employee may be reimbursed for the cost of parking and tolls when using either a personal vehicle or a Corporation vehicle. When two (2) or more employees are traveling the same general route (using either a School Corporation-owned vehicle or a privately owned vehicle) the Corporation requires that only one vehicle be driven if it is feasible.

Penalties and Charges Resulting from Cancellations

Penalties and charges resulting from the cancellation of airline reservations (or other travel reservations) shall be the Corporation's obligation only if the employee's travel has been approved in advance and the cancellation or change is made at the direction of and for the convenience of the Corporation. If the cancellation or change is made for the personal benefit of the employee, it shall be the employee's obligation to pay the penalties and charges. However, in the event of accidents, serious illness, or death within the employee's immediate family, or other critical circumstances beyond the control of the employee, the Corporation shall pay the penalties and charges.

Recovery of Expenses Erroneously Paid

The School Corporation may recover any expense or allowance paid to an employee:

- (A) Which was erroneously paid for any reason;
- (B) Which was paid because of illegality or fraud on the part of any person or entity; or
- (C) Which was paid under the mistaken belief, at the time payment was made, that such payment was in accordance with these guidelines.

TRI-TOWNSHIP CONSOLIDATED SCHOOL CORPORATION

REQUEST TO ATTEND PROFESSIONAL DEVELOPMENT OPPORTUNITY

Name: _____
School: LaCrosse ___ Wanatah ___

Today's Date: _____
Position: _____

Title of Conference/Workshop or Activity: _____

*****Please attach a copy of the brochure, flyer or registration form and requisition form.**

Date(s) of Professional Development Opportunity: _____

Location: _____ Driver: _____

Time Leaving for Conference: _____ a.m./p.m. Time Returning: _____ a.m./p.m.

Estimate of total district expenses:

A. Mileage – Total miles x \$0.40 per mile \$ _____

B. Lodging – Price x number of nights \$ _____

C. Food – Total of all meals \$ _____

D. Registration/Tuition \$ _____

E. Cost of Substitute (\$65.00 per day) \$ _____

Total Cost \$ _____

Payment cannot be made until a claim form with all original receipts attached is completed and sent to the Superintendent's Office.

Will you be traveling alone (), with other faculty members from our district (), or with faculty from neighboring districts ()? Others traveling with you:

Employee Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Superintendent Signature: _____ Date: _____

Account Payable for activity expenses:

Title II Grant Fund (Common Core/PARCC, Literacy, Technology, RISE)

General Fund

Request Granted Request Denied

Copies to: Judy Roslansky jroslansky@lacrosse.k12.in.us
Dara Guse dguse@lacrosse.k12.in.us

Approved By _____
Principal

Return to the Superintendent's Office for final approval.

Approved By _____
Superintendent

Reviewed and Approved: 8/14/17