

Business Procedures

Series 800

Policy Title _____ Travel Compensation _____ Code No. 803.9

School district personnel traveling on behalf of the school district and performing approved school business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, and meal expenses.

Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school business. Travel outside the school district by school district personnel, shall be approved by the Superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district only if the employee received pre-approval of the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt other than a credit card receipt indicating the date, purpose and nature of the expense for each claim item. 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.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration.

Pre-approved expenses for transportation within 300 miles of the school district administrative office shall be by automobile. If a school district vehicle is not available, the employee will be reimbursed 39 cents per mile. Pre-approved expenses for transportation outside of 300 miles of the school district administrative office shall be by public carrier. Reimbursement for air travel shall be at the tourist class fares. Should an employee choose travel by automobile, reimbursement shall be limited to the public carrier amount. Pre-approved expenses for transportation in a rental car is limited to the cost of a Class 'C' rental car at a medium priced agency unless the number of people traveling on behalf of the school district warrants a larger vehicle.

Business Procedures

Series 800

Policy Title _____ Travel Compensation _____ Code No. 803.9

Travel Within the School District

School district personnel required to travel in their personal vehicle between school district buildings to carry out the duties of their position shall be reimbursed 39 cents per mile. It shall be the responsibility of the Board to review the travel within the school district by the Superintendent through the audit and approval process of the Board.

School district personnel who are allowed an in-school 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.

Adopted 8/25/75
Reviewed 7/10/89
Revised 12/16/91
Revised 8/21/00
Reviewed 6/21/04
Revised 6/19/06
Revised 6/15/09
Reviewed 5/17/10
Reviewed 7/15/13
Reviewed 5/16/16
Reviewed 6/17/19

Legal Reference: (Code of Iowa)
Section 79.9, (1991)