

# **Travel Reimbursement Policy:**

The Board of Education recognizes the importance and desirability for school personnel to make out-of-district trips on school business. Trips may include, but may not be limited to, attendance at meetings, such as state and national conferences/workshops, and observational visits to other schools. It is encouraged that conferences and meetings be tied to the building's Comprehensive School Improvement Plan. Ultimately the Superintendent will have the authority to approve or deny all travel requests. Employees of the Watson Chapel School District may be reimbursed for expenses incurred in the fulfillment of their official duties in the following manner:

1. School vehicles should be obtained from the Director of Transportation for approved travel. Staff members traveling to the same meeting are directed to car pool when practical. If a school vehicle is not available, prior approval is obtained and an employee provides personal transportation, mileage reimbursement will be made at the state rate per mile from your official work station or your home (whichever is the shorter) to the destination and return. No allowance will be paid for travel from the employee's home to the workstation. Mileage will be paid according to map mileage unless odometer readings are given as documentation which can include vicinity miles on official school business.
2. The district will pay for overnight lodging for the employee only. This amount will be whatever the conference rate and/or approved rate by the supervisor of the employee at the hotel that is closest to the traveler's work assignment and/or meeting. Overnight trips are discouraged unless necessary. Therefore, employees are directed to travel the day of the event if the event is within one hour of normal driving time and the event begins at 8:00 A.M. or later. Double occupancy is expected when more than one employee attends the same event and gender permits room sharing. Actual expenses of lodging will be reimbursed. An itemized lodging receipt is to be attached to the appropriate travel form. If a hotel needs to be secured prior to the trip, the employee must provide a W9 from the hotel along with an itemized statement for the cost with a check request. Superintendent has the authority to approve or disapprove all travel requests.
3. Meal expenses will be reimbursed on a per diem basis. No more than fifty dollars (\$50.00) per day (breakfast \$13.00: lunch \$14.00: and dinner \$23.00) will be reimbursed. Reimbursements will be paid based on the time schedule for each particular event. Meals that are provided by the hotel or conference registration will be deducted from the per diem amount. A travel expense form is required for reimbursement with a copy of the conference registration. One day trips will **not** get the meal reimbursement. Reimbursement should be done on an after-the-fact basis.
4. Tips are not an allowable expense for reimbursement. Alcohol is not an allowable expense for reimbursement. Personal phone calls are not eligible for reimbursement. Entertainment expenses are not eligible for reimbursement.
5. Prior approval for travel is required even if there is no cost to the district. This should be done two weeks prior to the travel date.

6. Reimbursable expenses are those incurred which are necessary to the purpose of travel. Examples of such expenses include: taxi fare, bridge and toll road fees, parking expenses, registration, required repair costs to school owned vehicles, rentals, and fees. Itemized receipts are required.

7. Request for reimbursement for travel should be submitted on an Expense Report form. Documentation of the purpose of the trip is required along with supervisor's and employee's signature. Supervisors are responsible for ensuring that expenditures are within district guidelines.

8. Staff members who are required to travel from building to building during the regular work-day will be reimbursed at the state mileage rate. The reimbursement will only be required daily travel from one building to another. Mileage will only be paid for one way between buildings, unless the employee is required to travel back to his/her beginning location during regular work hours. It will be the employee's responsibility to get from home to work and from work back home. The employee will be responsible for submitting an in-district travel form at the end of each month or no later than three months. Reimbursement must be based on the district's mileage chart.



Travel Form for Watson Chapel School District

Name of Traveler: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Date of Travel Requested: \_\_\_\_\_

Training or Event: \_\_\_\_\_

Location: \_\_\_\_\_

Does this meet the School Improvement Plan / Professional Growth Plan: Yes \_\_\_\_\_ NO \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

Signature of CFO \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_