



## **Raymore-Peculiar School District**

### **Travel Procedures**

The intent of this procedure document is to provide clarity and instruction for reimbursement of allowable travel expenditures of all personnel with regard to expenses incurred in carrying out official duties of the Raymore-Peculiar School District. These procedures are in accordance with the Board's policy DCLA.

### **Approving Authority**

Travel for District business is governed by the travel policies of the District, regardless of the source of funds. If travel expenses are to be paid solely from resources provided by a separate agency, that agency's travel reimbursement policy would apply; however, District pre-approval for travel is still required.

The District reimburses individuals for approved, necessary, and reasonable travel expenses incurred while conducting business for the District. **Individuals who travel are responsible for obtaining necessary approval prior to departure or expenditure of District funds.**

### **Travel**

The District's travel policies ensure that individuals are reimbursed for the cost of approved district-related travel, that all reimbursed expenses are properly documented and that all reimbursed travel is within the district travel standards. District-related travel is defined as attendance at conferences, meetings, etc., that require the individual to be absent from their normal place of work. To qualify for meal reimbursement, travel plans must be overnight. Reimbursement will be at a rate of \$.55 per mile for fuel, \$30 a day for meals for in state travel and \$40 a day for meals for out of state travel. Expense reimbursement for travel less than 12 hours is covered under the Meals section of this document.

### **Travel Arrangements**

All travel arrangements including airfare, vehicle use, lodging and registration shall be processed by designated staff members. District staff members will only make travel reservations for District employees and officials. They will not make travel reservations for non-district personnel. District purchasing cards are not to be used for any purchases except for district staff. Regional meetings not requiring a registration fee or other expenses may be approved by the employee's immediate supervisor and will not require official approval through the Travel Request Approval Form. Mileage will be reimbursed at \$.55 a mile for miles driven using a non-district vehicle.

### **Extended Stay**

Travelers are expected to return promptly when District business is completed, unless it is more economical to the District for the traveler to remain overnight. If so, reimbursement will be made for the extended trip provided written documentation is included on the Travel Request Approval Form. Travelers who extend a trip for personal reasons are responsible for all expenses caused by the extended stay.

## **Reimbursement for Expenses**

Staff members using the Travel Request Approval Forms must submit documentation for expenses incurred while on authorized travel to the appropriate financial secretary. Reimbursable expenses are submitted using the Travel & Expense Reimbursement Request Form. Original, itemized receipts are required for all travel reimbursements with the exception of mileage. All participants must be identified when costs for multiple employees are reimbursed to a single employee. The reimbursement request should be submitted within 30 days of the date of return, complete with all required signatures and documentation attached.

**Out of state** travel must be pre-approved in writing on the district travel request approval form by the Superintendent.

## ***Meals***

When travel includes an overnight stay, meals are reimbursed at \$30 a day in state and \$40 a day out of state. The total daily allocation may be used at the traveler's discretion for allowable costs for meals or snacks. Grocery purchases, in-lieu of dining out, are permissible within the per-meal limitations. Meals for spouses, children, or guests are not reimbursable and not to be placed on a district purchasing card. Where meals are included in the registration fee for a meeting, conference or convention, reimbursement for alternative eating arrangements will not be authorized unless special dietary needs cannot be accommodated otherwise. Tips are reimbursable up to 20 percent of the cost of the meal without tax included.

## ***Lodging***

All lodging arrangements shall be handled by designated staff members. Additional costs associated with higher-than-single-occupancy rates (spouse, children, or guest accompanying employee) are not reimbursable and must be paid by employee prior to check out. Personal expenses such as guest meals, in-room movies, liquor, spa services, etc. are not reimbursable and must be paid by the employee prior to check out. Original, itemized hotel, motel receipts are sufficient documentation for lodging reimbursements.

## ***Transportation***

All commercial transportation including bus, airplane, and train, will be handled by designated staff members and will be secured at the minimum cost for achieving the purpose of the trip. Any unused portion of airline tickets or vouchers awarded to the traveler should be submitted to the District. Travelers should seek to obtain the most reasonable parking and ground transportation arrangements consistent with safety and travel timelines. Airport shuttles or two round trip local mileage trips to and from the airport to drop off and pick up a traveler in lieu of parking are reimbursable expenses. An original receipt is required for transportation reimbursements.

## ***Other Travel Expenses***

All other reimbursable travel expenses must be business-related and necessary for the travel. Other travel expenses, i.e. fares, parking, taxi fares, shuttle service, internet services, postage for business purposes, and supplies and materials necessary during travel may be reimbursed. Documentation of these expenses must be in the form of original, itemized receipts, or in the case of taxi, fares, etc. an approved note indicating that a receipt was not available. Valet service should only be used if self-parking is not available.

**Mileage**

Automobile mileage is reimbursable at \$.55 a mile for miles driven using a non-school vehicle. Mileage claimed shall not exceed the actual distances traveled for business purposes. Mileage reimbursement for out-of-state trips cannot exceed the cost of the same trip using commercial travel arrangements. Gas expenses may be claimed only if a district vehicle is used. Reimbursement shall not be provided to staff members utilizing personal transportation when district transportation is provided. Staff members may elect to use personal vehicles at their own expense.

Automobile mileage reimbursement for daily travel between buildings, to meetings within the District, to the bank, etc. shall be reported monthly on the Mileage Reimbursement Request Form. Travel from home to first building of duty each day does not qualify for travel pay nor does travel home from last building each day. Employees beginning their work day at a location other than their primary work location may be reimbursed based on mileage calculated from the work or home location to the location where the work day begins, whichever is the lesser mileage. Employees ending their work day at a location other than their primary work location, may be reimbursed based on mileage calculated from the location where the work day ends to the home or work location, whichever is the lesser mileage.

Mileage reimbursement requests should be submitted in a timely manner according to the guidelines listed below:

- Mileage reimbursements should not be accumulated for more than 45 days at a time.

**Non-Reimbursable Expenses**

The following expenses are not reimbursable, either by law or by the constraints of District policy. This list is not intended to be all inclusive. Should you have specific questions, please contact the Finance Department of the district.

- alcoholic beverages
- items for personal purposes
- postage for personal purposes
- memberships (other than those previously approved professional memberships)
- mileage to and from home
- mileage for school levy promotions/or bond issues
- nonofficial school functions
- entertainment (including the cost of in-room movies)

- expenses for travel extending beyond the time required for the meeting or trip (unless it is in the District's financial interest to extend the travel for an additional night due to certain rate advantages)
- fines for parking or traffic violations
- tickets or passes for entertainment such as sporting events, theatre, concerts, etc.
- business cancellation or trip life insurance
- expenses incurred by non-employees traveling with the authorized traveler (including room surcharges)