

Slate Valley Unified Union School District

TRAVEL REIMBURSEMENT PROCEDURE

The school district shall reimburse reasonable expenses for travel for school business on a per diem or mileage basis for costs incurred for its employees, school board members and volunteers, to the extent that budgeted funds permit. All travel expenses other than for incidental mileage reimbursement shall be pre-approved by obtaining an approved purchase order. Incidental mileage is defined as mileage related to travel between schools, local businesses, and meetings within the State of Vermont. The Slate Valley Unified Union School District Mileage and Travel Expense Reimbursement Form shall be used to report travel and to request reimbursement after travel has been taken. Reimbursement requests not in compliance with this requirement may not be honored.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the district. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or appropriate administrator will be required. Travel and related expenses for expenditures to be reimbursed by grants must be approved in the grant.

Implementation:

This procedure is consistent with relevant collective bargaining agreements which provide written documentation to govern the reimbursement and method of prior approval for conference or workshop attendance, air/rail travel, meals, lodging, and mileage. Temporary dependent care costs are not considered reimbursable expenses as outlined in this procedure.

Mileage:

Travel is to be by the most direct route and will be reimbursed at the IRS per-mile rate in effect at the time of travel for all miles traveled on district business in excess of normal commuting miles.

Workshops and Conferences:

Requests to attend a conference or workshop must be approved in advance by the Superintendent or appropriate administrator.

Registration fees are limited to the actual cost of the conference.

Air or train transportation is limited to the most cost effective rate considering circuitous routing, unreasonable hours, excessive prolonged travel.

Rental cars are limited to the most cost effective rate considering the needs of the individual(s).

Other necessary transportation fees such as shuttles, taxis, tolls, parking, etc., are reimbursable. Receipts must be provided to the extent they are available.

Lodging at the conference venue is reimbursable. In the event that such lodging is unavailable, then lodging is limited to the most cost effective rate considering proximity and access to transportation. When other than commercial, non-receipt-able lodging facilities are utilized by district employees while conducting official district business in an approved travel status, the amount of \$15.00 may be authorized for lodging expenses for each day in which travel involves an overnight stay in lieu of the amount authorized above.

The district shall pay the per diem rate for meals and incidentals based on the amounts established by the GSA (General Services Administration). A purchase order shall be used to request per diem amounts. Meals included with the cost of a conference shall not be included in the per diem meals and incidentals reimbursement. Payment shall be issued approximately one week prior to the first day of travel. Alcoholic beverages will not be reimbursed. Anyone who fails to attend a conference or workshop, or to take travel for which they have been paid a per diem in advance, shall reimburse the District for those costs. The Superintendent shall consider extenuating circumstances as necessary.

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Legal reference: 2 CFR Part 200 Subpart E 200.474(a)

Updated 9/3/19