

	ABERDEEN SCHOOL DISTRICT	NEPN Code: DKC-R
	POLICIES AND REGULATIONS	

TRAVEL REGULATIONS: TRAVEL EXPENSE REIMBURSEMENTS

The Aberdeen School District encourages excellence in its staff by providing professional leave for meetings, school visitations, workshops, and conferences. Professional development funding may be available at the building level, district level, or through various grants. If you have any questions about applying for professional leave, please contact the accounts payable technician in the Finance Office.

APPLYING FOR PROFESSIONAL LEAVE

1. Complete a professional leave request form and obtain approval from the building principal and/or district administrator.
 - A. Applications for professional leave should be made as early as possible so timely payments can be made by the District.
 - B. The signature of the principal or district administrator indicates the leave is recommended and funding is approved. The principal or district administrator must include a budget code in the column provided.
 - C. Out of state leave must be approved by the superintendent.
2. Complete a voucher to receive reimbursement for costs upon return from leave activity.
 - A. The completed voucher should include name, address, budget account number, amount, and supervisor signature. Meals will be reimbursed only when travel includes overnight lodging.
 - B. Meal costs included in the leave activity (for example: luncheons or banquets covered by registration fees) will not be reimbursed to the individual. Meal and mileage rates are based on District guidelines. Attach all receipts for travel costs (required for all claims except meals and mileage) to the voucher and send to the accounts payable technician at the Finance Office.
 - C. Payments of less than \$1,000 will be made each Friday. Payment greater than \$1,000 must be approved by the School Board and will be made following any regular Board meeting of the month.

TRAVEL ARRANGEMENTS

Individuals are responsible for making their own arrangement for travel.

1. **Conference Registration**
 - A. Please ensure all the necessary information on the registration form has been completed.
 - B. Attach the original form, along with an approved, completed voucher, to the professional leave form and submit to the accounts payable technician in the Finance Office. It will be mailed to the vendor with payment.
2. **Airfare** – Obtain estimates from travel agencies or internet.
 - A. After the leave has been approved, contact the travel agency to confirm reservations and request that the agency direct bill the District. Complete a requisition listing the travel agency as the vendor. Including the name(s) of those traveling, confirmation numbers, and cost per ticket. Send the requisition to the accounts payable clerk in the Finance Office.

3. **Lodging Options – Options are listed in order of District preference.** When making your reservations always ask for state rates. Hotels are not required to honor the state rate but some in South Dakota will if asked.

A. Purchase Order

1. Once the leave has been approved, complete a requisition listing the hotel as the vendor. On the requisition, include the name(s) of those who will be staying at the hotel, confirmation numbers, dates of the stay, and the cost of the lodging per night.
2. A purchase order will be sent directly to the hotel and a copy of the purchase order will be returned to the building secretary of the first person listed on the requisition.
3. The copy of the purchase order and the hotel invoice should be submitted to the accounts payable clerk in the Finance Office following the leave.

B. Reimbursement

1. Pay the lodging cost and request reimbursement from the District.
2. South Dakota state tax will not be reimbursed.
3. Keep the hotel receipt and attach it to a voucher for submission to accounts payable following the leave.

C. Advanced Payment

1. If none of the above options are viable, the District may issue a check for advance payment of lodging.
2. Submit an approved voucher to the accounts payable technician in the Finance Office listing the hotel as the vendor. On the voucher, include the name(s) of those who will be staying at the hotel, confirmation numbers, dates of the stay, and the cost of the lodging per night.
3. A check, payable to the hotel, will be sent to the first person listed of those who will be staying at the hotel. The person will be responsible for delivering the check to the hotel.

District Guidelines for Travel Costs

Mileage

Mileage is reimbursed from city limits to city limits at the rate of \$.42 per mile. Approved mileage figures (round trip) are listed below. Any deviations must be explained.

South Dakota					
Belle Fourche	624	Lead	662	Redfield	84
Brandon	420	Madison	334	Sioux Falls	400
Brookings	296	Milbank	196	Sisseton	198
Chamberlain	340	Miller	182	Spearfish	712
Custer	756	Mission	520	Sturgis	670
Deadwood	654	Mitchell	290	Tea	422
Faulkton	120	Mobridge	200	Vermillion	526
Gettysburg	206	Philip	494	Watertown	208
Harrisburg	428	Pierre	320	Webster	104
Hot Springs	772	Pine Ridge	730	Yankton	460
Huron	180	Plankinton	252		
Ipswich	54	Rapid City	670		
North Dakota					
Bismarck	400	Fargo	380	Jamestown	204
Ellendale	78	Grand Forks	530	Minot	540
Iowa					
Cedar Rapids	1224	Des Moines	964	Sioux City	564
Minnesota					
Bemidji	700	Moorhead	390	St. Cloud	470
Duluth	754	Ortonville	220	St. Paul	600
Minneapolis	580	Rochester	732		
Nebraska					
Lincoln	890	Omaha	772		

Meals

Reimbursement for meals will be based on the following chart. Meals will not be reimbursed for same day travel or for meals that are included with registration fees.

	Meals Allowed		When leaving	When returning
	In State	Out of State		
Breakfast	\$6.00	\$10.00	5:31 A.M.	7:59 A.M.
Lunch	\$14.00	\$18.00	11:31 A.M.	12:59 P.M.
Dinner	\$20.00	\$28.00	5:31 P.M.	7:59 P.M.
Total Per Diem	\$40.00	\$56.00		

* As the rate for out of state meals may be low, the District will honor an additional 15% of the allowable out of state rates for tips.

Lodging

SD state tax will not be reimbursed. Lodging will be reimbursed at the actual cost; however, every effort should be made to follow the guidelines stated below.

In State Rate	\$75.00	If state rate is not available, ask the hotel clerk to indicate unavailability on the receipt.
Out of State Rate	\$175.00 + tax	Prior approval is required if hotel rate will exceed the state rate.