

Category: 5000 - BUSINESS	Policy Number: 5380
Policy Title: Travel Expense Reimbursement Procedure	Effective Date: July 12, 2005

Snake River School District will reimburse Trustees and District employees for reasonable expenses incurred while traveling on authorized school business. It is expected that employees will exercise the same care in incurring expenses that they would if traveling on personal business at their own expense. An individual traveling on school business should neither gain nor lose personal funds as a result of official travel.

Travel by Trustees or by District personnel shall have the correct prior authorization in order to claim reimbursement. Travel reimbursement for the Trustees and the Superintendent shall have the approval of the Board. Travel reimbursement for District personnel shall have the approval of their supervisor and the Superintendent or designee.

Any employee who deliberately falsifies his/her travel expense statement is subject to disciplinary action, up to and including termination of employment. Administrators are responsible for reviewing and approving employee travel expense reimbursement forms and ensuring that they are accurate and complete.

Procedure: 5380p1, "Travel Expense Reimbursement Procedure"
5380p2, "District Car Checkout and Reimbursement"
5380f1, "District Expense Account Voucher Form"
5380f2, "Mileage Reimbursement Claim Form"

Category: 5000 - BUSINESS	Policy Number: 5380p1
Policy Title: Travel Expense Reimbursement Procedure	Effective Date: July 12, 2005

SNAKE RIVER SCHOOL DISTRICT WILL REIMBURSE TRUSTEES AND DISTRICT EMPLOYEES FOR REASONABLE EXPENSES INCURRED WHILE TRAVELING ON AUTHORIZED SCHOOL BUSINESS.

1. All out-of-district travel of non-administrative personnel must be approved in advance by the supervisor or Superintendent.
2. Per diem allowance for in-state travel will be \$25.00 per day (\$5.00 breakfast, \$8.00 lunch, \$12.00 dinner) with no receipts required.
3. Per diem allowance for out-of-state will be \$35.00 per day (\$7.00 breakfast, \$10.00 lunch, 18.00 dinner) with no receipts required.
4. Per diem allowance will be on those meals not covered in the registration fees.
5. Lodging, registration, and meal allowance costs approved by the administrator may be paid in advance.

MILEAGE REIMBURSEMENTS AND DISTRICT CAR USE:

Administrators and staff members are encouraged to use the district's car for travel to conferences, meetings, or workshops. The vehicle will be used for out-of-district travel, with preference given to long trips. Employees will be authorized to use their own vehicle and receive the current rate (\$.31) of reimbursement *when a district vehicle is unavailable*. If an employee elects to use a personal vehicle for trips even though a district vehicle is available, the district will provide reimbursement for fuel or 20¢ per mile. Exceptions to this procedure will be made for trips to Blackfoot, Pocatello, Idaho Falls or within a 35-mile radius. When multiple employees must travel to an event, a vehicle should be scheduled and employees may travel together unless they elect to use a personal vehicle. If they choose to provide their own transportation, they will be *unable* to claim reimbursement. Staff members must have approval from their building principal before scheduling a car.

Mileage will be reimbursed after the trip is completed completing and an approved District Expense Voucher has been submitted. If the district car is used, the expense voucher will assign an account number for the \$.20 per mile charge. When gas is purchased on the road, the amount will be subtracted from the total mileage charge.

ELIGIBILITY FOR REIMBURSEMENT FOR IN-DISTRICT TRAVEL INVOLVING THE USE OF PRIVATELY OWNED VEHICLES SHALL REQUIRE APPROVAL OF THE SUPERINTENDENT OR HIS/HER DESIGNEE.

In-district mileage shall be defined as all mileage required in connection with performance of duties within the district, except that which involves travel from home to the first assignment for that day and from the last assignment of the day to home. Reimbursement will be from base school to last school assigned each day.

No travel reimbursement will be allowed for attending board meetings or to return to the school in the evenings or on weekends, etc., to work. This will be considered part of the job responsibility.

School-owned vehicles should be utilized when available.

SCHEDULE FOR PAYMENTS:

These Expense Account and Mileage Claim Forms will be processed on the second and fourth Wednesday of each month or corresponding with the day after the next board meeting. In order to be processed and included in a given month, they must be submitted to the Business Office at least one week before the process date.

Mileage reimbursement claims should be made monthly, quarterly or semi-annually, depending on the quantity of reimbursement.

Total annual mileage for in-district travel reimbursement should not exceed \$600 and must be processed in the budget year incurred.

Category: 5000 - BUSINESS	Procedure or Form Number: 5380p2
Policy Title: Travel Expense Reimbursement	Effective Date: July 12, 2005

DISTRICT CAR CHECKOUT:

Administrators and staff members are encouraged to use the district’s car for travel to conferences, meetings, or workshops. The vehicle will be used for out-of-district travel, with preference given to long trips. Employees will be authorized to use their own vehicle and receive the current rate (\$.31) of reimbursement *when a district vehicle is unavailable*. If an employee elects to use a personal vehicle for trips even though a district vehicle is available, the district will provide reimbursement for fuel or 20¢ per mile. Exceptions to this procedure will be made for trips to Blackfoot, Pocatello, Idaho Falls or within a 35-mile radius.

When multiple employees must travel to an event, a vehicle should be scheduled and employees may travel together unless they elect to use a personal vehicle. If they choose to provide their own transportation, they will be *unable* to claim reimbursement. Staff members must have approval from their building principal before scheduling a car.

To schedule the district vehicle employees should contact the Accounts Payable Clerk at the District Office. She will inform you of availability and put your trip on the calendar. You will also schedule a pick-up time and return time for the car. Keys must be checked out at the District Office and a trip voucher signed prior to taking the car. The car will be parked in the bus compound at the District Office.

The car is intended for business use only and should receive the same care that would be given to a personal vehicle. If the car is to be returned the next day because of late evening travel, this should also be scheduled through the Accounts Payable Clerk.

EXPENSE ACCOUNT

5380f1

Name _____ Date _____

Destination _____

Reason for Request _____

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DATE AND ITEMIZE EXPENSES FOR EACH DAY:

MONTH ____ DATES: ____: ____: ____: ____: ____: ____: ____: ____: ____: TOTALS

LODGING : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

REGISTRATION : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

BANQUET : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

BREAKFAST : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

LUNCH : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

DINNER : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

MISC. EXPENSE* : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

*Explain _____

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TRAVEL : ____: ____: ____: ____: ____: ____: ____: ____: ____: _____

AIR FARE ROUND TRIP _____: _____

DISTRICT CREDIT CARD _____: _____

OTHER _____: _____

TOTAL EXPENSE: _____

AMOUNT TO BE REIMBURSED: _____

RECEIPTS MUST BE INCLUDED AND ATTACHED FOR ALL EXPENDITURES.

SIGNATURE: _____

PRINCIPAL APPROVAL: _____ DATE: _____

SUPERINTENDENT APPROVAL: _____ DATE: _____

ACCOUNT NUMBER: _____

