

## NONINSTRUCTIONAL OPERATIONS AND BUSINESS SERVICES

### Series 700

POLICY TITLE EMPLOYEE TRAVEL COMPENSATION

No. 705.5

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses per Board Regulation 705.5R. Actual and necessary travel expenses shall include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses, and registration costs.

All school personnel are expected to keep in mind that travel, food, and lodging costs are general fund expenditures, and these monies are derived from public taxation. School personnel are expected to exercise prudent judgement in these expenditures. All reimbursements are subject to budgetary constraints of travel and conference budgets.

#### Travel Outside the School District

Travel outside of the school district must be pre-approved. Pre-approval shall include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. Travel outside the school district by employees, other than the Superintendent, shall be approved by the **Superintendent or designee**. Travel outside the school district by the superintendent shall be approved by the Board President.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with a detailed receipt, other than a credit card receipt, indicating the date, purpose and nature of the expense for each claim item. In exceptional circumstances, the Chief Financial Officer may allow a claim without proper receipt. Written documentation explaining the exceptional circumstances shall be maintained as part of the school district's record of the claim. Failure to have a detailed receipt shall make the expense a personal expense. Personal expenses, including mileage, in excess of that required for the trip, are reimbursed by the employee to the District no later than 10 working days following the date of the expense.

Reimbursement for actual and necessary expenses for travel outside the school district will be limited to the pre-approved expenses. Pre-approved expenses for registration shall be limited to the actual cost of the registration.

Travel to/from home and work is never a reimbursable travel expense.

### Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at the standard mileage rate set by the Internal Revenue Service. It shall be the responsibility of the administrative supervisor to approve travel within the school district by employees. It is the responsibility of the Board to review the travel within the District by the Superintendent/designee through the board's audit and approval process.

Travel allowances within the district will be provided only after Board approval.

Employees who are allowed a district travel allowance shall have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

The Chief Financial Officer shall be responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment and proper use of school district vehicles. The administrative regulations shall include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

### Use of District-Owned Vehicles

Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

All reimbursement for travel is subject to the provision of Policy 705.5R.

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