

## **DKC-R – PERSONAL EXPENSE REIMBURSEMENT PROCEDURE**

The purpose of this travel information is to present procedures to guide employees when traveling. All employees required to travel have an obligation to ensure that the arrangements made are as efficient and as economical as possible. All travel practices must reflect both the highest professional standards and our obligation to stay within approved budgets.

### **Conference and Workshop Approval and Payment**

#### **Pre-Approval Process**

All travel arrangements must be approved in advance. The Professional Development Activity Pre-Approval and Pre-Approval Request Form serves to implement the process for reimbursing teachers and professional staff members for professional development activities. The following approval steps are to be taken:

- Complete the Form at least 7 days in advance, attaching any pertinent event information.
- Submit the form to your building administrator/principal for their recommendation and pre-approval.
- Building administrator/principal or designee forwards pre-approval to your school office administrator for purchase order creation based on estimated expenses and associated guidelines.
- School office administrator sends pre-approved package to the Office of the Superintendent for final approval and authorization
- Superintendent's overnight travel must be pre-approved by the School Board

You will be notified if not pre-approved by the Professional Development Growth Committee.

**Expenses incurred will not be reimbursed if travel was not authorized in advance.**

Request for reimbursement will be submitted through the Business Office upon submission of a properly filled out and approved voucher and such supporting receipts as required.

In order to minimize the amount of personal funds you will need to spend in advance, payment will be made directly to the vendor when possible.

### **Guidelines**

#### **Supporting Receipts**

Your reimbursement request must contain supporting **itemized receipts** for all expenditures. If a receipt is lost, it is your responsibility to obtain a replacement. Credit card statements are not acceptable supporting receipts. In order to expedite payment you are to submit completed travel backup information within 14 days of your trip completion. Reimbursement will follow per published manifest schedule.

### **Air/Train Travel**

Whenever possible, make your reservations at least 2 weeks in advance in order to get the most economical rate. Travel in coach or economy class or the lowest available fare. Reimbursement will be based on the actual amount supported by receipt for coach or economy class.

### **Lodging**

Whenever possible the conference rate is to be used. If arranging other lodging, attempt to find a room with a reasonable rate. GSA Schedule [www.gsa.gov](http://www.gsa.gov) (per diem rates) will be utilized for reimbursement purposes when and where available, exceptions must be approved by the superintendent. A personal credit card should be used to guarantee late arrival.

Hotel room and tax charges are to be paid by you with cash or a personal credit card. You will be reimbursed for the actual cost of lodgings by providing an itemized receipt attached to your reimbursement request. When sharing a room, indicate this and the employee who paid for the room will need to have the receipt and will be reimbursed for the full amount of the lodging.

Your cost of lodgings reimbursed will not include personal items such as movies, charge for pets in room, mini bar charges, internet charges, extra charges for travel companions and telephone charges.

If your travel plans should change unexpectedly, **it is your responsibility to call the hotel** and cancel the reservation before the cut-off time on the day you are scheduled to arrive. The district will not pay the charges for a room reservation that is not canceled in time, unless the district contributed to the late notification. Be sure to request a cancellation number and keep it for your records.

### **Meal Reimbursement**

Meal reimbursement will be provided for each full day you are traveling. Only lunch will be reimbursed if you are not staying overnight. If your return home after 6:00 p.m., you may charge for dinner. If you are staying overnight, dinner and breakfast will also be reimbursed. The meal reimbursement (excluding alcohol) will be the lesser of the actual expense, use government issued meal reimbursement rates when and where available or breakfast, \$10; lunch, \$15; dinner, \$25 (excluding tips). Reimbursement for tips will not exceed 18% of the total cost of a meal unless the gratuity is automatically included by the restaurant. Itemized receipts must be provided in order to verify that alcohol has not been included.

### **Personal Automobile**

The district will set the reimbursement rate each fiscal year adjusted accordingly thereafter based on any IRS business mileage allowance changes. As long as a personal automobile is being used, you will need to maintain insurance to cover comprehensive automobile liability. The limits for bodily injuries and property damage should not be less than \$100,000 in total. If involved in an accident while on school business, report the incident as soon as possible to your building administrator/ principal. Other authorized receipted expenses such as toll charges and parking will be reimbursed. Photocopies of toll pass statements are acceptable receipts. Before valet parking is used, please inquire on the availability of self-parking. No reimbursement will be made for gasoline, traffic tickets, car repairs, car upkeep or towing.

### **Use of Taxis**

The district will give reimbursement with a receipt for taxi fare only for special situations approved by your building administrator. Before a taxi is used, you should inquire about the availability of adequate bus or limousine service. Note that many hotels provide free airport limousine service, which should be used whenever possible. Also, the hotel can familiarize you with any local bus transportation that may be available.

### **Car Rentals**

Car rentals will be used with prior approval from your building administrator/principal. Before making arrangements for a local car rental, the employee will ensure that it will be less expensive than taxis or public transportation.

You will be reimbursed for actual receipted expenditures for a compact/economy vehicle. If traveling with 2 other employees you will be reimbursed for the cost of a mid-size vehicle. If traveling with 3 or more other employees, you will be reimbursed for the cost of a van or SUV. In both of the preceding situations, appropriate receipts will need to be provided for reimbursement.

To avoid excessive fuel charges, when you drop off the car, be sure the tank is full or at the minimum required by the rental car agency. The district will not pay additional charges for fuel to the rental car agency. However, you will be reimbursed for regular fuel charges during the use of the rental car, with a receipt. When you return the car, follow whatever procedure is necessary so that you obtain a receipt. Do not use a drop-off procedure that gives you no documentation that the car is returned. Verify that the rate you were promised is the rate you were charged.

### **Special Exceptions**

#### **Staying/traveling with Family or Friends**

Occasionally, you may prefer to stay with family or friends in your destination city. If you chose not to stay in the hotel accommodations offered to you at a conference please be sure that your building administrator/principal knows how to contact you.

With prior approval, employees may be accompanied by a family member or friend, if their presence will not interfere with the successful completion of business objectives. Additional expenses incurred for non-employees are the responsibility of the employee. As long as time away from work is approved in advance, you are permitted to combine personal travel with school business travel.

#### **Personal Belongings**

Finally, the School District has no liability if personal belongings are stolen or lost and cannot guarantee reimbursement.

*See also Policy DKC*

**First Reading: December 11, 2012**

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**Final Adoption: June 25, 2013**

