

Travel Expenses

01 The Governing Board recognizes that District employees may incur expenses  
02 in the course of performing their assigned duties and responsibilities. To  
03 ensure the prudent use of public funds, the Superintendent or designee shall  
04 establish rules to keep such expenses to a minimum while affording employees  
05 a reasonable level of safety and convenience.  
06

07  
08 (cf. 9250 - Remuneration, Reimbursement and Other Benefits)  
09

10  
11 The Board shall authorize payment for actual and necessary travel expenses  
12 incurred by any employee performing authorized services for the District,  
13 whether within or outside District boundaries. (Education Code 44032)  
14

15 The Superintendent or designee shall establish procedures for the approval of  
16 travel requests and the submission and verification of expense claims. He/she  
17 also shall establish reimbursement rates in accordance with law and Board  
18 policy.  
19

20  
21 An employee shall obtain approval from the Superintendent or designee prior  
22 to traveling. The Superintendent or designee may approve travel requests in  
23 accordance with the adopted budget and upon determining that the travel is  
24 authorized or assigned by the employee's supervisor, is necessary to attend a  
25 conference or other staff development opportunity that will enhance employee  
26 performance, and/or is otherwise necessary to the performance of the  
27 employee's duties. Travel expenses not previously budgeted may be approved  
28 on a case-by-case basis by the Superintendent or designee if he/she  
29 determines that the travel is essential and that resources may be obtained or  
30 redirected for this purpose.  
31  
32

33  
34  
35 (cf. 3100 - Budget)  
36 (cf. 3110 - Transfer of Funds)  
37 (cf. 4131 - Staff Development)  
38 (cf. 4231 - Staff Development)  
39 (cf. 4331 - Staff Development)  
40

41  
42

Travel Expenses

43 All out-of-state travel for which reimbursement will be claimed shall be  
44 approved in advance by the Board.  
45

46 Reimbursable travel expenses may include, but are not limited to, costs of  
47 transportation, parking fees, bridge or road tolls, lodging when District business  
48 reasonably requires an overnight stay, registration fees for seminars and  
49 conferences, telephone and other communication expenses incurred on  
50 District business, and other necessary incidental expenses.  
51  
52

53  
54 The District shall not reimburse personal travel expenses including, but not  
55 limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any  
56 family member who is accompanying the employee on District-related  
57 business, personal use of an automobile, and personal losses or traffic  
58 violation fees incurred while on District business.  
59

60  
61 Except as otherwise provided, reimbursement of travel expenses shall be  
62 based on actual expenses as documented by receipts.  
63

64  
65 Authorized employees shall be reimbursed for the use of their own private  
66 vehicles in the performance of assigned duties, on either a mileage or monthly  
67 basis as determined by the Superintendent or designee. (Education Code  
68 44033)  
69

70  
71 The mileage allowance provided by the District for employees' use of their  
72 private vehicles shall be equal to the rate established by the Internal Revenue  
73 Service.  
74

75  
76 Vehicles should be shared whenever possible to minimize travel costs. No  
77 employee shall be entitled to reimbursement for automobile travel when he/she  
78 is transported free of charge or by another employee who is entitled to the  
79 expense reimbursement.  
80

81  
82 **\*\*\*Note: The District may choose whether to reimburse meal expenses on the**  
83 **basis of actual receipts (Option 1 below) or a per diem rate (Option 2). See**  
84 **IRS Publication 1542 Per Diem Rates (For Travel Within the Continental**  
85

Travel Expenses

86 United States) for per diem rate tables established by the U.S. General  
87 Services Administration for federal employees; these federal rates may serve  
88 as a guideline for District rates. According to the IRS, specified "high-cost  
89 localities" may be reimbursed at a higher rate. \*\*\*  
90

91  
92 OPTION 1: Meal costs shall be reimbursed based on documented actual  
93 expenses within the maximum amounts established by the Superintendent or  
94 designee and based on the time of day that travel for District business begins  
95 and ends.  
96

97  
98 OPTION 2: The Superintendent or designee shall establish a per diem  
99 allowance for meal costs incurred while traveling on District business based on  
100 the location and hours of travel. The per diem allowance shall not exceed the  
101 standard meal allowance for business-related travel prescribed for federal  
102 income tax purposes.  
103

104  
105 Any expense that exceeds the maximum rate of reimbursement established by  
106 the District shall be reimbursed only with the approval of the Superintendent or  
107 designee.  
108

109  
110 All expense reimbursement claims shall be submitted on a District form, within  
111 10 working days following return from travel when possible. The form shall be  
112 accompanied by receipts and any explanation necessary to document that the  
113 expenses meet District criteria for reimbursement.  
114

115  
116 The Superintendent or designee shall approve expense claims only upon  
117 verifying that all necessary documentation is provided and that all expenses  
118 are appropriate and related to District business. If an expense claim is  
119 disallowed due to lack of documentation or inappropriate expenses, the  
120 employee may be personally responsible for any improper costs incurred.  
121

122  
123  
124 When approved by the Superintendent or designee, an employee may be  
125 issued a District credit card for use while on authorized District business.  
126 Receipts documenting the expenses incurred on a District credit card shall be  
127 submitted promptly following return from travel. Under no circumstances shall  
128

Travel Expenses

129 personal expenses be charged on a District credit card, even if the employee  
130 intends to subsequently reimburse the District for the personal charges.  
131

132  
133 When necessary, the Superintendent or designee may approve a cash  
134 advance, not to exceed the estimated out-of-pocket reimbursable expenses, to  
135 an employee authorized to travel on District business. Within 10 working days  
136 following return from travel, the employee shall submit a final accounting with  
137 all necessary supporting documentation. He/she shall refund to the District any  
138 amount of cash advance exceeding the actual approved reimbursable  
139 expenses.  
140

141

142

143 Legal Reference:

144

145 EDUCATION CODE

146

147 42634 Itemization of expenses

148

149 44016 Travel expense to employment interview

150

151 44032 Travel expenses

152

153 44033 Automobile allowance

154

155 44802 Student teacher's travel expense  
156

157

158

159 Management Resources:

160

161 INTERNAL REVENUE SERVICE PUBLICATIONS

162

163 Per Diem Rates (For Travel Within the Continental United States), Publication 1542

164

165 WEB SITES

166

167 Internal Revenue Service: <http://www.irs.gov>

168

169 U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>  
170

171

172

173

174

175

176

177

178

179

180

181

182

183

184

185

186

187

188

CSBA: (6/98) 8/13

160

161

162

163

164

165

166

167

168

169

170

171

172

173

174

175

176

177

178

Adopted: