

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.
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08 (cf. 9250 - Remuneration, Reimbursement and Other Benefits)
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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)
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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.
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22 An employee shall obtain approval from the Superintendent or designee prior
23 to traveling. The Superintendent or designee may approve travel requests in
24 accordance with the adopted budget and upon determining that the travel is
25 authorized or assigned by the employee's supervisor, is necessary to attend a
26 conference or other staff development opportunity that will enhance employee
27 performance, and/or is otherwise necessary to the performance of the
28 employee's duties. Travel expenses not previously budgeted may be approved
29 on a case-by-case basis by the Superintendent or designee if he/she
30 determines that the travel is essential and that resources may be obtained or
31 redirected for this purpose.
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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)
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All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the Board.

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

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

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

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

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

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

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

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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. ***
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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.
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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.
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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.
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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.
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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.
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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
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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.
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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.
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142 Legal Reference:

143 EDUCATION CODE

144 42634 Itemization of expenses

145 44016 Travel expense to employment interview

146 44032 Travel expenses

147 44033 Automobile allowance

148 44802 Student teacher's travel expense
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150 Management Resources:

151 INTERNAL REVENUE SERVICE PUBLICATIONS

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

153 WEB SITES

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

155 U.S. General Services Administration, Per Diem Rates: <http://www.gsa.gov/perdiem>
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159 CSBA: (6/98) 8/13

160 Adopted:
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