

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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43 All out-of-state travel for which reimbursement will be claimed shall be  
44 approved in advance by the Board.  
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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.  
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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.  
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61 Except as otherwise provided, reimbursement of travel expenses shall be  
62 based on actual expenses as documented by receipts.  
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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)  
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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.  
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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.  
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82 Meal costs shall be reimbursed based on documented actual expenses within  
83 the maximum amounts established by the per diem rate tables established by  
84 the U.S. General Services Administration for federal employees; these federal  
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rates may serve as a guideline for District rates and based on the time of day that travel for District business begins and ends. According to the IRS, specified "high-cost localities" may be reimbursed at a higher rate.

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

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

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

When approved by the Superintendent or designee, an employee may be issued a District credit card for use while on authorized District business. Receipts documenting the expenses incurred on a District credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a District credit card, even if the employee intends to subsequently reimburse the District for the personal charges.

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

Legal Reference:

## Article 3

### Business and Noninstructional Operations

BP 3350

#### Travel Expenses

129 EDUCATION CODE

130 42634 Itemization of expenses

131 44016 Travel expense to employment interview

132 44032 Travel expenses

133 44033 Automobile allowance

134 44802 Student teacher's travel expense

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136 Management Resources:

137 INTERNAL REVENUE SERVICE PUBLICATIONS

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

139 WEB SITES

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

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

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145 CSBA: (6/98) 8/13

146 Adopted:

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