

Travel Payment and Reimbursement

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized in advance, in accordance with administrative regulations.

Reimbursements for mileage rates shall equal the Federal IRS prescribed mileage rate, and per diem meal reimbursement rates shall not exceed those established under 5 U.S.C. 5701-11.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis and approved by the administration.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the district's travel policy and administrative regulations. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the district's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative regulations. All costs incurred with Federal funds must meet the cost allowability standards within Board policy.

To the extent that the district's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/her designee), must apply to travel under Federal awards.

Policy
Adopted: February 24, 2020
Amended:
Reviewed:

Legal Reference: 5 U.S.C. 5701-11
See Also: Board Policy 6114

Job-Related Expenses

Expenses which are incurred by staff members as a result of authorized travel in and outside of the district will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business

Authorization

Travel to conventions or conferences away from the district which involve overnight stay will be authorized by the superintendent or designee. All such requests must be received in the Central Office at least thirty (30) days prior to the date a decision is needed. Forms are available in each school office.

Procedure

- A. Each Request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad or general terms.
- B. Travel should be by the most direct and economical route.
- C. All persons authorized to travel on business must keep a memorandum and receipts of expenditures properly chargeable to the board. An itemized credit card statement may not serve as a receipt for reimbursement.
- D. For official travel other than by automobile, tickets may be purchased by the district in advance, upon request of the individual involved.
- E. In all instances of travel reimbursement, full itemization of expenditures is required.
- F. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.
- G. Mileage shall be calculated from the employee's primary place of work to the event site.

Reimbursement

- A. Reimbursement will be at the current rates approved by the board. Requests for reimbursement will be submitted on the appropriate form provided for that purpose.
- B. Lodging and meals claims must be supported by original receipted bills.
- C. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, and tips will be made upon presentation of supporting receipts.
- D. Registration fees are reimbursable.
- E. Sales tax on out-of-state hotel bills is reimbursable. For Michigan based hotels, a copy of the Michigan Sales and Use Tax Certificate of Exemption must be presented at the time of payment for sales tax to be exempt. Sales tax on Michigan hotel bills will not be reimbursable.

Regulations: February, 2020