

TRAVEL EXPENSE AUTHORIZATION/REIMBURSEMENT

It is the policy of Todd County School District to reimburse employees for the reasonable travel costs incurred in the performance of required duties to the extent funds are available for the reimbursement and they are allowable in accordance with State rules and regulations and Todd County School District policies.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment, and similar expenses are personal in nature and are not reimbursable.

All persons desiring to travel are responsible for submitting their travel request to their administrator/supervisor in accordance with the District's travel protocols. Arrangements will be completed through the Business Office.

DEFINITIONS:

1. **Transportation Expenses:** Includes commercial air, bus or rail as well as taxicabs and local transit systems. It also includes commercial rental vehicles, special conveyances, privately owned conveyances including parking fees and tolls, etc. when authorized and approved as advantageous to the school district.
2. **Mileage Expenses:** Includes the per mile allowance for the use of privately owned vehicle in the performance of required duties or assignments for the school district.
3. **Miscellaneous Travel Expenses:** When authorized and approved by the school district, these expenses are allowable in addition to the per diem and transportation expenses. Examples of miscellaneous travel expenses are registration fees and tuition and course material fees.
4. **Per Diem Allowance:** Is a daily payment for subsistence expenses for lodging, meals, and incidental expenses and is distinguished from other allowable transportation and miscellaneous travel expenses. The per diem allowance covers all charges, including applicable taxes and service charges for the following types of subsistence expenses:
 - a. **Lodging:** The term lodging includes overnight sleeping facilities and generally refers to conventional type accommodations. Excluded are telephone calls, movie rentals, cost of laundry and dry cleaning and any similar expenses that are personal in nature.
 - b. **Meal Allowance:** Costs include breakfast, lunch and dinner. A breakfast allowance is given when departing before 7:00 AM; lunch allowance is given if

traveling before 11:00 AM; and dinner allowance is given when returning after 7:00 PM. Excluded are alcoholic beverages, entertainment expenses, coffee breaks, snacks and other types of personal expenses not relating to those specific meals.

ALLOWABLE TRAVEL RATES:

1. Transportation Expenses: All air, bus, or rail travel shall be on the class that is the most economical to the school district. The only exceptions would be under those circumstances where these accommodations would (a) require circuitous routing, (b) cause travel during unreasonable hours, (c) greatly increase the duration of the travel, (d) result in additional costs which would offset the transportation savings, or (e) offer accommodations which are not reasonably adequate for the medical needs of the traveler.

All travel expenses – including commercial fares, taxicabs, transit systems, parking fees, tolls and rental vehicles – must be approved in advance and be receipted to be allowable.

2. Board Approved Mileage Rate: For the use of privately owned vehicles in authorized travel, the mileage reimbursement rate per mile is according to state regulations. Claims for reimbursement are generally to be based on odometer readings or a mileage allowance between points of travel that has been established by the school district.
3. One-Day Trips: No travel advances will be made for any trip that does not require overnight lodging. One-day trips will be strictly on a reimbursement basis to the traveler. The only exception to this is that Todd County School District will prepay registration fees if required. Upon completion of the trip the traveler will complete a voucher showing date of the trip, reason for the trip, place(s) traveled and odometer readings. On the next computer check run the traveler will be reimbursed mileage, miscellaneous expenses and any other allowable expenses incurred, with the exception of meals which are paid on the next payroll check, subject to all taxes. The vouchers for meals are due as per the regular payroll voucher schedule. If a dues date is missed, the voucher will be paid on the following payroll date.
4. Exceptions: Meals that are included in a registration fee or payment for meals made directly to the vendor, such as advisors and bus drivers for student trips.

TRAVEL ADVANCES

The Todd County School District allows travelers to receive advance travel payments for authorized overnight travel. This request must be made by the Tuesday prior to the next regular board meeting date. The checks will be held in the business office until just before departure.

The advance may include transportation expenses, per diem expenses and other miscellaneous travel expenses. In order for the business office to process payment(s) on the travel, the voucher must be completely filled out, including dates, times, and place(s) of travel, reason for travel and method(s) of transportation. A copy of the approved leave request must be attached also. If airfare is required, include the amount and address where it is to be sent. Include any required ground transportation fares. If a room deposit is required, include the amount and address where it is to be sent. If registration fees are required, include the amount and address where they are to be sent.

NOTE: The traveler is responsible for turning in receipts for prepaid travel expenses (i.e. airline ticket copies, lodging and registration fee receipts, etc. – a canceled check is not proof of attendance).

CLEARING TRAVEL

It is the traveler’s responsibility upon the completion of the trip to prepare a Travel Expense Report to which all required receipts are attached. These reports are to be turned into the Business Office.

If the Travel Expense Report and receipts are not received by the Business Office within thirty (30) days of the traveler’s completed trip, automatic payroll deductions will be made at the rate of 20% per pay period until the prepaid expenses are recovered by the school district.

If after the Travel Expense Report and receipts are received by the Business Office and it is determined that the school district owes the traveler additional monies, these will be paid to the traveler on the next computer check run.

If after the Travel Expense Report and receipts are received by the Business Office and it is determined that the traveler owes the school district reimbursement, the traveler has 10 working days, after notification, to make arrangements with the appropriate business office representative to pay the money back. All reimbursements owed to the school district must be paid back within eight (8) weeks of notification. If no arrangements are made by the traveler, automatic payroll deductions will be made as follows:

- 0.01 - \$50.00 owed back - deducted one pay period
- 50.01 – 100.00 owed back - deducted two pay periods
- 100.01 – 150.00 owed back - deducted three pay periods
- 150.01 & over owed back - deducted four pay periods

If the traveler is not an employee of the school district, an agreement must be made with the business manager for repayment.

NOTE: No person will receive an advance from the school district until all previous advances have been cleared and amounts owed to the school district have been reimbursed in full. If at the time an employee discontinues employment at the school district and he/she has any outstanding travel, the total amount of this travel will be deducted in full from the employee's final paycheck. If the employee's final paycheck is not a sufficient amount to recover the entire amount owed for the outstanding travel, the entire check will be withheld and the employee will owe the remainder to the school district.

CANCELLATION OR CHNGES IN PREPAID TRAVEL EXPENSES

If prepaid travel expenses are made by the Business Office and the traveler makes changes or cancellations in arrangements which results in processing or cancellation charges or other nonrefundable fees to the school district, the traveler will bear the responsibility of reimbursing these costs to the school district, using the same repayment arrangements outlined above. If the change or cancellation is necessitated due to an emergency situation, the traveler will negotiate with the Business Manager to determine any and all amounts to be repaid, with the final appeal on this decision resting with the superintendent.

REVISED: January 24, 1994

REVISED: June 22, 2015

REVIEWED: August 24, 2015