

TRAVEL GUIDELINES

2020-001

Date: August 1, 2019
To: All Staff
From: Rosemarie Pottage, CBO
Re: District Travel Guidelines
For Questions, Contact: Christina Munoz, ext 238

The purpose of this Bulletin is to clarify the district's travel procedures and to provide guidelines to staff when arranging for travel.

A purchase requisition will be used for travel whenever feasible. This encumbers the budget and ensures that the trip is documented as having been approved as district business.

All reimbursements for out-of-pocket expenses will be submitted within four weeks of occurrence. At the end of the fiscal year it is essential that reimbursements for the year ending June 30 are submitted within seven days of the end of the fiscal year.

1. Travel Authorization

An approved travel authorization is required for each employee and each trip. This ensures that the budget manager is aware of and approves the trip in advance. Even if the employee does not intend to turn in any reimbursement request for the trip (totally cost free to the district) a completed and approved travel authorization ensures the employee's absence is approved and he/she is appropriately covered for Worker's Compensation.

2. Conference Registration

For conference registration, the event will often accept a purchase order. This is the preferred method and should be used whenever possible. Enter a Chalk (Informed K12) requisition for the total conference registration amount. Once the PO is issued, use the PO number on the registration form to register for the conference.

If the conference does not accept a purchase order, the school's administrative assistant can complete the registration using the school's credit card.

3. Car and Mileage Expenses

Employees use their own vehicles when travelling. Their vehicles are covered under their own insurance, not the district's. Car-pooling will occur whenever possible and practical. Car rentals are rare but could occur when other options are more expensive.

Mileage claimed by an employee on a regular work day will be from home or the work location, whichever is less. Mileage claimed on a non-work day will be from home.

Mileage will be reimbursed at the current federal approved rate.

- The federal rate is 58 cents per mile for the 2019 calendar year
- The rate changes each January

3.a) Mileage Expenses for Staff Who Receive a Mileage Stipend

For staff members who receive a mileage stipend, travel between school sites and within Santa Clara County will not be reimbursed. Submit a reimbursement request for travel outside the county.

TRAVEL GUIDELINES

4. Meal Expenses

The District provides a \$55 per day reimbursement for out of pocket meal costs. This is the standard federal rate. The meal allowance will be paid when meals are not included as part of a conference or workshop registration fee. Therefore, when an employee claims a meal allowance for attending a conference or workshop, the employee will be asked to submit registration materials that indicate whether or not meals were included.

A meal allowance may be claimed when the departure or return time exceeds regularly scheduled work hours by two hours. This means that breakfast will be paid for travel that commences at or before 6:00AM. Dinner will be reimbursed for travel that ends at or after 7:00PM.

The maximum daily meal allowance is \$55 for three meals. On an individual meal basis, reimbursement rates are:

Breakfast:	\$13.00
Lunch:	\$16.00
Dinner:	\$26.00

Exception: When attending a conference where official business occurs during a conference-provided meal for which there is an additional charge, the actual cost of the meal will be reimbursed. Submit a registration copy or brochure to validate the cost of the meal. Generally, this amount will be paid at the time of conference registration. If documentation is not submitted, reimbursement will be based on the meal allowance and a receipt.

No meal costs will be reimbursed within Santa Clara County, unless meals are scheduled as official components of conventions, conferences, workshops, or meeting sessions, and the conference provider charges an additional fee.

The Superintendent, an Assistant or Associate Superintendent, or the Chief Business Officer may pay for meals that include board members, community members, visiting dignitaries, or similar persons, if district business is conducted during the meal. Reasonable and customary gratuities are acceptable. Under these circumstances the daily meal allowance rates do not apply. Original receipts must be submitted.

No District funds may be used to purchase alcohol. If alcohol is included on a receipt, please clearly mark the item and remove it from the reimbursement request.

5. Lodging

Overnight lodging within a 50-mile radius is generally not approved.

Employees on approved travel extending for more than one day shall be reimbursed for lodging, if the lodging and associated costs are less than making daily round trips, or daily round trips are not feasible. Exceptions to the fifty-mile limitation must be approved by the Superintendent, an Assistant or Associate Superintendent, or the Chief Business Officer and will be approved when daily round trips would cause sufficient inconvenience or hardship to justify the additional expense.

Employees participating in one-day approved travel outside a 50-mile radius may be reimbursed for lodging when the only practicable means for getting to or from the activity requires overnight lodging. Usually one day trips to Sacramento do not include overnight lodging.

TRAVEL GUIDELINES

Employees on approved travel requiring overnight lodging shall be reimbursed for actual necessary lodging expenses, not to exceed the rate for standard single occupancy, supported by a receipt.

Employees attending the same conference will share a room, if this is appropriate.

Process for booking and paying for a room

Generally, hotels will not accept purchase orders and require payment at the time of the stay. It is usual under these circumstances to enter a purchase requisition for the hotel cost and to obtain a check (pre-payment) from the Business Office prior to departure.

- Make the hotel reservation using the employee's personal credit card to secure the reservation.
- Enter a requisition (with pre-payment request) for the total hotel cost at least three weeks prior to the date the check is needed. Use the regular Chalk or QSS process, and also send a copy of the requisition to December Cayaban in the business office.
- Pick up the check (payable to the hotel) several days before traveling.
- Upon arrival at the hotel, present the district's check. The hotel may continue to attach the employee's credit card to the reservation. The card will be used only if the employee incurs additional incidental costs not covered by the district. Any additional hotel charges (telephone, video rental, mini bar, etc.) will be paid by the employee.
- Upon return, submit the original paid hotel receipt to December Cayaban in the Business Office. This paperwork is required for audit purposes.

Employees may pay for their lodging themselves and later submit a reimbursement request.

6. Airline Tickets

Airline tickets must generally be paid in advance by credit card. Employees may book tickets themselves and request reimbursement after the trip. Alternatively, employees can ask the school's administrative assistant to book the flight for them using the school's credit card.

7. Supplies

Supplies or curriculum materials purchased at conferences are not a trip expense, and will be reimbursed via the regular reimbursement process in Chalk (Informed K12). Original receipts are required.

8. Required Documentation

In order to satisfy audit requirements, detailed explanations and receipts are required for all expenditures. Only original receipts or original paid invoices are acceptable. Statements are not acceptable.

9. Non-Reimbursable Expenses

Certain travel expenses are considered personal and non-essential to official business. Such non-reimbursable expenditures include:

TRAVEL GUIDELINES

- Entertainment expenses
- Transportation to and from places of entertainment
- Conference-arranged leisure tours, golf tournaments, or similar activities
- Personal telephone calls
- Individual memberships, dues, or fees
- Alcoholic beverages
- Traffic or parking citations incurred while using a private or district vehicle