

Policy DJD Expenses (Travel) Reimbursement

Issued 00/21

The board recognizes that some employees are required to travel between district schools and/or offices to carry out their job responsibilities. The board further recognizes that attendance by employees at meetings and conferences held outside the district is necessary for the betterment of the district and employees. Therefore, to provide reimbursement to employees for approved travel and attendance at meetings, etc., the superintendent or his/her designee will authorize the reimbursement for such expenses.

Board members and employees must submit their travel request on a request to attend form and expenses upon return on reimbursement for travel form both being authorized by the employee's supervisor or the superintendent or his/her designee. They must document major items.

The district will pay expenses for travel at the following rates.

- automobile mileage - at the published internal revenue service rate for business expense
- plane or train - coach rate
- taxi or bus - actual fare, including tip, payable when accompanied by receipt
- hotel - actual rate for single accommodations; employees and board members will be responsible for paying charges above single rate
- meals - at the established rate per State Department of Education guidelines and are subject to change pursuant to State Department of Education. District employees will be notified if changes occur. Meals are prorated for whole or half days as stated in district operating procedures provided by financial services department

The district will prepay plane or train reservations and registration fees, if requested, 15 working days in advance. Individual membership will not be an allowable reimbursement. Only district memberships will be allowed. The district will advance up to 75 percent of remaining expenses, if requested, 15 working days in advance.

For details of reimbursement for travel, see the district operating procedures provided by financial services department.

Adopted 5/23/00; Revised 12/9/08; Revised 4/27/21

Richland County School District One