

AR DJD-R Expense (Travel) Reimbursement

Issued 4/21

The following regulations apply to reimbursement for travel and subsistence to employees of the district when on approved travel status and to external consultants employed by the district who are authorized to be reimbursed for such expenses.

The term "employee" as used in these regulations refers to district employees and individuals appointed to serve on district committees by the board and volunteers traveling on approved, district business.

- A Request to Attend form must be completed prior to attending conferences and workshops.
- Out-of-state travel requires cabinet level approval.
- Out-of-country travel requires cabinet level, superintendent and board approval.
- Do not incur expenses before all required approvals are obtained.
- Allow sufficient time for processing travel payments.

Mileage reimbursement

Approved in-district and out-of-district travel by personal vehicle will be reimbursed at the per-mile rate allowable by the Internal Revenue Service and in effect on July 1 of each fiscal year unless there is a decrease in the Internal Revenue Service rate prior to July 1 of the fiscal year. The district will reimburse official travel for school purposes by designated personnel based upon a maximum of the most direct route from place of residence or from official headquarters (whichever is closer) and return.

Employees attending the same conference are expected to limit vehicles to the number practically necessary to transport the number of conferees attending. Additional vehicles driven solely for personal reasons will not be reimbursed. Supervisors will be responsible for designating in advance the number of reimbursable vehicles.

When the most economical means of travel is an airline flight and the employee elects to travel by personal vehicle, reimbursement will be restricted to the current cost of an airline coach-class, round-trip ticket from Columbia to the approved destination.

Reimbursement for meals and lodging will be restricted to the period of time which would have been appropriate if air travel had been utilized.

Meal reimbursement

The reimbursement for meals, including gratuities, will be limited to the pre-approved per diem rate set by the district of \$35 for in state travel and \$50 for out of state travel. This rate is established by the State Department of Education guidelines and is subject to change pursuant to State Department of Education established changes. District employees will be notified if changes occur.

The meal per diem will be reimbursed based upon the following proration.

- Travel to attend a meeting whereby the employee needs to leave before 12 noon, 100 percent of the meal per diem will be reimbursed.
- Travel to attend a meeting whereby the employee leaves after 12 noon, 50 percent of the meal per diem will be reimbursed.
- Attendance all day at a meeting by the employee, 100 percent of the meal per diem will be reimbursed.

- Travel to return from a meeting whereby the employee arrives back in Columbia before 12 noon, 50 percent of the meal per diem will be reimbursed.
- Travel to return from a meeting whereby the employee arrives back in Columbia after 12 noon, 100 percent of the meal per diem will be reimbursed.

Except as provided below, no reimbursement will be made for meals within the boundaries of the district and/or local metropolitan area.

The superintendent or his/her designee may designate employees to be authorized for reimbursement of meals for others. This reimbursement will be made for the employee(s)' and guest(s)' meal(s). The receipt of payment must identify the date, time, location, purpose and persons in attendance. Such receipt of payment must be submitted to the superintendent or his/her designee for approval prior to submission for reimbursement.

Employees required as a part of their official duties to attend meetings or conferences in the local area at which meals are served, and at which participation is expected, may receive reimbursement for cost of meals, provided such attendance is approved in advance by the superintendent or his/her designee.

Except as outlined above, receipts for meals are not required.

Lodging reimbursement

Reimbursement of actual expenses, based upon a single-room occupancy rate, incurred for lodging will be made upon presentation of a paid receipt. The district will pay for multi-room, i.e. suite, villa, etc., occupancy only when single room occupancy is not available at the conference location.

Reimbursement for lodging at a conference, meeting, workshop, etc. whereby several types of lodging options are available, i.e., regular room, suite, villa, etc., will be made for what is acceptable and reasonable lodging for the employee.

No reimbursement will be made for overnight lodging within a 50-mile radius of the district, unless approved in advance by the superintendent or his/her designee.

Airline travel reimbursement

Reimbursement of actual expenses for an airline coach-class ticket will be made upon presentation of a copy of the airline ticket.

Prepayment of an employee's airline ticket will be made directly to the responsible vendor, upon request by the employee and submission of his/her approved request to attend official meeting form.

If the situation arises that an employee has no other choice but to fly first class, reimbursement for the first-class ticket will be made only upon approval of the superintendent or his/her designee.

Booking travel on the Internet (using Travelocity, Expedia.com, etc.) will only be reimbursed if the following information is provided to the financial services department.

- confirmation number
- flight/hotel information
- date(s) and times of flight or stay

- amount including all applicable taxes
- receipt showing a zero balance or a copy of the employee's credit card statement showing that the payment was made

Other reimbursable expenses

These expenses include, but are not limited to, registration fee, telephone calls associated with district business, rental car associated with district business, baggage handling, parking, ground transportation (bus, taxi) and non-meal gratuities.

Reimbursement for these expenses will be made for the actual expenses incurred.

Documentation of these expenses will be required as outlined in the section entitled "Documentation of Expenses."

Dependents accompanying employee

If a dependent accompanies an employee on an authorized trip, only those expenses directly attributable to the employee will be reimbursed.

Airline tickets and/or other conference expenses for a dependent accompanying an employee will not be charged to, prepaid or paid by the district.

Travel advances

An advance payment of estimated travel costs may be made to employees to defray expenses associated with approved travel. Payment will be in the form of either a prepayment or a check issued to the employee.

- Prepayments - The cost of airline tickets, registration fees and rental cars will be paid directly to the responsible vendor as requested by the employee for approved travel.
- Check - A check will be issued to the employee for 75 percent of the allowable per diem for meals, hotel and ground transportation expenses associated with approved travel.

The employee will be requested to sign a statement acknowledging his/her responsibility to settle the entire travel claim within five workdays of return to work. If not settled within 60 days, the employee will not be reimbursed for expenses exceeding the 75 percent advance if an advance was paid or for any expenses if no advance was paid.

Documentation of expenses

Employees must provide documentation of expenses for which reimbursement is sought as follows.

Expense item	Required documentation	Procedure
Airline ticket	copy of ticket	attach to claim
Baggage handling	statement by employee	attach to claim
Boat or train fare	receipt or copy of ticket	attach to claim
Bus		attach to claim
within a city	statement by employee	
between cities	copy of ticket	
Gratuities	statement by employee or receipt	attach to claim

Lodging	receipt	attach to claim
Parking	statement by employee or stub(s)	attach to claim
Postage	statement by employee or receipt	attach to claim
Registration fee	receipt(s)	attach to claim
Rental car	receipt	attach to claim
Taxi	statement by employee or receipt	attach to claim
Telephone	motel/hotel bill, if itemized or statement by employee	attach to claim
Wifi	receipt	attach to claim

Refer to the district operating procedures provided by the financial services department to provide more specific details on travel reimbursement.

Issued 8/13/01; Revised 12/9/08, 4/27/21

Richland County School District One