

ADMINISTRATIVE REGULATION

APPROVED: April 12, 2016

REVISED:

CENTENNIAL SCHOOL DISTRICT

331-AR-0. JOB RELATED EXPENSES

Intradistrict Travel

Employees will complete and submit to the immediate supervisor at the end of each month the Reimbursement for Travel Expense Form (331-AR-1) to receive reimbursement for intradistrict travel connected to the job description. The supervisor will approve the form and submit it to the Business Office.

District employees are not eligible for travel reimbursement for return to school for any activities beyond the school day, such as parent conference, open house, etc.

Use of a personal vehicle for special emergency purposes by an employee will be reimbursed if it is a recognized part of the employee's job responsibilities.

All twelve-month and ten-month employees may complete a Reimbursement for Travel Expenses form (331-AR-1) for travel associated with work-related duties. Mileage reimbursement will include the miles traveled between School District buildings and other work-related locations. Tolls and parking associated with travel associated with work-related duties may be included on the Reimbursement for Travel Expenses form (331-AR-1). Initial travel to the primary assigned location from home is not reimbursable. Travel to a primary or secondary assigned location within the School District or other work-related location to/from home for lunch/dinner breaks or non-assigned time is not reimbursable.

The mileage reimbursement rate is set by the IRS. All requested mileage reimbursement will be awarded at the effective rate during the time of travel, as per the IRS.

Receipts for tolls and parking must be submitted with the Reimbursement for Travel Expenses form (331-AR-1).

The Employee's mileage reimbursement will be calculated to/from the employee's primary assigned building in the School District and the work-related location. Mileage reimbursement cannot be calculated to/from the employee's home.

The Reimbursement for Travel Expenses form (331-AR-1) includes calculations for travel within the School District and other typical work-related locations. Requested reimbursement for travel to a non-listed location requires a MapQuest printout from the employee's primary assigned location to (and from) the work-related location.

The employee must submit a Reimbursement for Travel Expenses form (331-AR-1) to his/her supervisor by the last day of the quarter. The Reimbursement for Travel Expenses form (331-AR-1) must be submitted to the Business Office by the fifth day after the end of the quarter. The quarters and due dates are as follows:

Quarter Ends	Due Date
September 30	October 5
December 30	January 5
March 31	April 5
June 30	July 5

Any request for mileage reimbursement initiated by the employee past the fifth day of the end of the previous quarter may be denied by the Business Administrator.

The Superintendent and/or Business Administrator may request justification from the Employee for any mileage reimbursement for work-related travel.

Reimbursement for Conference Expenses

All employees are responsible for the completion of the Conference Expense Travel Report Form (331-AR-2) and/or Reimbursement for Travel Expense Form (331-AR-1).

The completed form(s) shall be submitted to the employee’s immediate supervisor within 10 working days of the final conference day.

Receipts for all expenses except mileage shall be attached to the Conference Expense Travel Report Form (331-AR-2).

Meal allowance shall not exceed fifty dollars (\$50.00) per day per person. For less than a day, maximum meal rates shall be:

1. Breakfast - \$10.00.
2. Lunch - \$15.00.
3. Dinner - \$25.00.

No meal allowance is included if conference includes a meal plan. When a conference has a scheduled banquet that would exceed the meal allowance, the cost shall be fully reimbursable when accompanied by a receipt.

Employees traveling for District business should exercise the same care when incurring expenses as they would when traveling on personal business. Employees are expected to be accurate when reporting expenses.

If traveling to major cities, a meal allowance adjustment may be made based on the city without approval of the Superintendent and the Chief Financial Officer. Current rates in the continental

United States can be found by visiting the GSA website: <http://www.gsa.gov/portal/content/104877>

If the conference is District mandated, the Superintendent and the Chief Financial Officer may offer a meal allowance adjustment.

It is the general practice that all expenses are paid by the employee and reimbursed according to the stated procedure. If anticipated costs total more than \$300, the employee may request that the Business Office cover registration and travel costs in advance if the request is submitted in time to be processed by the due date for payment of monthly invoices.

Each employee will include only his/her meals for reimbursement. On the return day, the meal allowance will end upon arrival at the District or employee's home. On the travel day, the meal allowance will begin upon departure from the District. Meals in lieu of meals covered by a conference registration fee will not be reimbursed.

The District expects employees to utilize moderately priced lodging when possible. Employees will use conference rates for housing when possible.

Travel will be by the most direct and economical route. Employees should select the most efficient mode of transportation when traveling, considering the most economical use of time and District funds. The length of time involved in travel and lodging and meal expenses should be considered. Locations beyond normal driving distance, approximately 300 miles or five (5) hours, may be reached more economically by air travel.

Procedures

All requests for travel to and attendance at meetings, conventions or conferences must have been budgeted in the current operating budget, although the Superintendent can exercise discretion for final approval of a proposed request outside the budget allocation.

The employee attends the meeting, conference or convention and keeps a copy of all receipts paid for registration, meals, lodging, tolls and mileage, etc.

Within five (5) days of return, the employee completes the Conference Expense Travel Report Form (331-AR-2) and/or Reimbursement for Travel Expense Form (331-AR-1), attaches all receipts, and submits it to the building principal or immediate supervisor.

The principal or supervisor reviews the form and submitted expenses, approves them and submits them to the Superintendent for review and approval. The Superintendent will forward the forms to the Business Administrator for review, approval and payment.

Unallowable Expenses

Listed below are examples of expenditures that are not eligible for reimbursement. This is not a complete list but can be used as a guideline when traveling:

1. Personal air travel insurance.
2. Travel, lodging, and meals for family members or friends.

3. Room or meal charges for personal stay-over.
4. Late check out charges.
5. Fines for traffic violations or parking violations.
6. Fees for traveler's checks.
7. Credit card membership fees.
8. Personal purchases, i.e., newspaper, snacks, etc.
9. Property that is lost or stolen.
10. Alcoholic beverages.
11. Entertainment.
12. Movies in hotels.
13. Tips for baggage handling or maid service.
14. Personal telephone calls.

CENTENNIAL SCHOOL DISTRICT

REIMBURSEMENT FOR TRAVEL EXPENSES

NAME: _____ BUDGET CODE#: _____

SCHOOL/POSITION: _____ Approvals: Principal/Supervisor: _____

DATE: _____ Superintendent: _____

Business Administrator: _____

Please print the completed form, sign it, and send it to your supervisor for approval.

For travel between schools, use the CSD mileage chart on the reverse side. For travel outside the District, a MapQuest or Google Maps printout must be attached to this form. Mileage may be submitted monthly but must be submitted quarterly (by October 5, January 5, April 5, July 5). Minimum monthly check issue will be \$5.00.

Date	From	To	Mileage	Reimbursement at . ¢ per mile
			Total Miles	\$

= Mileage reimbursement

I certify the mileage reimbursement being reported hereon is true and correct.

Parking/Tolls (attach receipts) \$ _____

Total Reimbursement \$ _____

Signature of Employee: _____

	Admin. Building	Davis	Klinger	Log College	McDonald	WTHS	Willow Dale	MBIT	I.U.
Admin Building		3.3	3.7	2.9	1.9	2.2	2.9	6.4	11.2
Davis	3.3		0.5	4.8	1.9	2.1	4.6		13.2
Klinger	3.7	0.5		5.3	2.4	2.6	5.1		12.7
Log College	2.9	4.8	5.3		3.5	3.7	0.2		9.3
McDonald	1.9	1.9	2.4	3.5		0.8	3.3		12.1
WTHS	2.2	2.1	2.6	3.7	0.8		3.5	7.5	12.4
Willow Dale	2.9	4.6	5.1	0.2	3.3	3.5			9.5
MBIT	6.4					7.5			
I.U.	11.2	13.2	12.7	9.3	12.1	12.4	9.5		

CENTENNIAL SCHOOL DISTRICT

CONFERENCE REQUEST

REQUEST FOR ATTENDING CONFERENCES/CONVENTIONS

Employee Name(s) and School:

Name of the Organization/Sponsor:

Date(s) of the Trip:

Building Account/Budget Code:

TITLE, LOCATION AND PURPOSE OF CONFERENCE:
INTINERARY:
COST OF TRIP TO SCHOOL DISTRICT: CONFERENCE FEES/REGISTRATION: TRANSPORTATION: LODGING:
SUBSTITUTE NEEDED: Yes No # of Days: <u>Approvals:</u> Supervisor: Principal: Business Manager: Superintendent:

CENTENNIAL SCHOOL DISTRICT

PERSONAL EXPENSE TRAVEL REPORT

Employee Name:	Date:
School:	Position:
Sponsor:	Title/Theme:
Dates of Trip:	Budget Code

Date	Lodging	Transport, Parking, Tolls	Mileage (Round Trip) *Attach Map Quest	Mileage Reimbursement @ .___¢	Meals \$10/\$15/\$25 B L D	Misc.*	Total
Sub Totals							
Total							\$

*Explain miscellaneous fees: _____

Expenses are paid by conference participant. Obtain and provide receipt(s), cancelled check(s) and or credit card statement, attach to this form and provide to the Business Office for processing within 5 days of return from trip.

The School Board will review all requests over \$100.00; reimbursement will be provided after School Board approval.

The information provided is a correct statement of my expenses.

Employee Signature: _____ Date: _____

Approved: Principal/Supervisor _____ Date: _____

Superintendent _____ Date: _____

Business Administrator _____ Date: _____