

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 Personal Expense Account 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 Personal Expense Account Form.**

**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 Personal Expense Account 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.

ADMINISTRATIVE REGULATION

APPROVED: April 12, 2016

REVISED:

# CENTENNIAL SCHOOL DISTRICT

## 331-AR-1 REIMBURSEMENT FOR TRAVEL EXPENSES

### CENTENNIAL SCHOOL DISTRICT REIMBURSEMENT FOR TRAVEL EXPENSES

Name: \_\_\_\_\_

Signature of  
Employee: \_\_\_\_\_

Assignment: \_\_\_\_\_

Location: \_\_\_\_\_

Signature of  
Superintendent: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Month/Quarter Reporting: \_\_\_\_\_

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

**If school to school, use CSD mileage chart on reverse side. For travel outside the District, a MapQuest printout is required.**

**Mileage must be submitted quarterly. Minimum monthly check issue will be \$5.00.**

Date	Miles	Destination	Purpose



**CENTENNIAL SCHOOL DISTRICT  
REQUEST FOR ATTENDING CONFERENCES/CONVENTIONS**

Name: \_\_\_\_\_ School: \_\_\_\_\_ Position/Assignment: \_\_\_\_\_

Title/Theme: \_\_\_\_\_ Date of Conference: \_\_\_\_\_

Organization: \_\_\_\_\_ Location: \_\_\_\_\_

Explanation of how your attendance will support a District or Building Priority: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Building Account/Budget Code:** \_\_\_\_\_

**Code must be assigned before request will be considered.**

**Comments:** \_\_\_\_\_

	ESTIMATE	ACTUAL
Total # of miles (round trip):		
# of total miles x .535 mileage rate: \$	\$	\$
Tolls/Parking:		
Railroad/Bus/Plane:		
Taxi:		
Meals:		
<b>Sub-total:</b> \$	\$	\$
Lodging:		
Registration Fee:		
Substitute needed # days x \$90/day:		
<b>TOTAL ESTIMATE</b> \$	\$	<b>TOTAL REIMBURSEMENT</b>

**Approvals**

Supervisor : \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Principal : \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_

Superintendent : \_\_\_\_\_ Date: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved \_\_\_\_\_

**FEES**

- Expenses are paid by conference participant. Obtain and provide receipt(s), cancelled check(s) and/or credit card statement.

**APPROVAL**

- Principal and Supervisor must approve, sign your request and assign a budget code.
- Requests are sent to the Business Office for processing two weeks prior to a School Board Meeting.**
- The School Board will review all requests over \$100 (excluding substitutes).

**REIMBURSEMENT**

- Submit a signed expense form with all proofs of payment attached, your original request and your summary within 30 days to the Business Office.
- Reimbursements are made through the School District after School Board approval.