

Travel Expense

TRAVEL VOUCHERS

The District utilizes an Employee Expense Reimbursement voucher for requesting travel reimbursement. All fields shall be completed on the voucher in order to receive reimbursement. Each employee must submit a separate voucher. A single travel voucher will not be approved for a group of travelers except when a coach/sponsor is travelling with students. These travel procedures apply to all reimbursement requests regardless of the source of funds (general fund, federal or state grants, donations, etc.)

EXPENSE LOG

The employee is responsible for keeping a record and detailed documentation of all allowable expenses during official travel for the purpose of filing the expense reimbursement request.

REIMBURSEMENT REQUESTS

Requests for reimbursement should be submitted once each month and for each major trip. Some state and federal programs dictate monthly claims. Failure to file for reimbursement within sixty (60) days of travel may cause the claim to be disallowed. Any travel reimbursement request to be reimbursed from school activity funds shall be submitted within one (1) week of the final day of travel.

For all required supporting documents, a credit card receipt will not be sufficient documentation for reimbursement. Receipts must be detailed and itemized.

All reimbursement requests must be approved by the traveler's immediate supervisor.

TRANSPORTATION

Mileage for the use of an employee's privately owned vehicle for approved travel shall be reimbursed at the current state rate. The employee's "commute miles" (defined as Residence to Worksite and/or Worksite to Residence) shall not be reimbursed.

The employee's Worksite shall be the point of origin for computation of mileage unless the employee begins or ends the trip at his/her Residence and the Residence is closer than the employee's Worksite to and from the destination. In no event shall the Board reimburse an employee for mileage in excess of the distance from the employee's Worksite to and from the destination.

Reimbursement for the use of a privately-owned vehicle for official out-of-state travel exceeding three hundred (300) miles from the point of origin to the destination shall not exceed coach airfare to the same destination.

Mileage outside the District shall be calculated and supported by Mapquest, Google Maps, or an equivalent website or application and shall be attached to the voucher. All travel shall be reimbursed based on the most direct route.

Gasoline and oil purchased and placed in a Board owned vehicle by an employee while on approved travel status is reimbursable. All purchases must be substantiated by an itemized receipt.

Travel Expense**TRANSPORTATION (CONTINUED)**

All tolls and parking fees incurred in school related travel are reimbursable. All fees paid must be substantiated by receipts. Valet parking will not be reimbursed unless it is the only parking option available and supported by documentation proving such.

Car rental expenses, including gasoline, will be reimbursed when approved in writing by the Superintendent prior to the travel. In general, approval will only be given when there is evidence that car rental will be less expensive than other means of transportation. Charges must be substantiated by a receipt. Gasoline charges from the car rental company are not reimbursable unless the price per gallon charged by the rental car company is less than the price at the pump.

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.) are reimbursable when substantiated by receipts. Flight insurance cost is not reimbursable.

Luggage charges are reimbursable subject to the following limits: For a trip of fewer than seven (7) calendar days, the employee may be reimbursed the carrier's normal charge for one (1) piece of luggage. For a trip of seven (7) or more calendar days, the employee may be reimbursed the carrier's normal charge for two (2) pieces of luggage. All charges must be substantiated by a receipt.

Baggage handling gratuities of one dollar (\$1.00) per bag are reimbursable without a receipt.

Tips for free shuttle service up to \$5 per ride are reimbursable without a receipt.

MEALS

An employee whose authorized travel requires an overnight stay shall be paid a per-meal allowance at a daily rate not to exceed \$36 (including sales tax and meal tips) and shall be limited as follows:

Breakfast: \$8 –authorized travel must include 5:00 a.m. through 9:00 a.m.

Lunch: \$9 –authorized travel must include 11:00 a.m. through 2:00 p.m.

Dinner: \$19 –authorized travel must include 5:00 p.m. through 9:00 p.m.

The Superintendent may waive meal limits if the established meal limits would place the traveling employee under undue financial hardship. In such event, to be reimbursed an amount in excess of the meal limits stated above, the meals must be substantiated by an itemized receipt.

The Board will not pay for or reimburse charges for alcoholic beverages.

Meals included in the cost of registration or hotel are not eligible for the per diem reimbursement regardless of whether the traveler partook of the meal.

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LODGING

It is the responsibility of the employee to choose a reasonably priced hotel/motel. Use of government rates, if available, is encouraged. Hotel/motel charges incurred while on approved travel, substantiated by an itemized receipt in the traveler's name showing a zero balance, are reimbursable subject to the following:

- Lodging accommodations shared with non-board employees shall be reimbursed at the single room rate.
- Employees may be reimbursed for lodging accommodations, provided the destination is at least sixty (60) miles from both the employee's Residence and Worksite. An exception may be made if the employee requests and obtains written approval from the Superintendent in advance of the trip after providing sufficient reasons for such an exception. In this case, the Superintendent's approval is separate from any approval that may be given as part of the Professional Leave Request (PLR) process, such as for the number of professional leave days taken.
- Movies, telephone calls, internet access, and other personal expenses must be paid directly to the hotel/motel by the employee and may not be claimed for reimbursement.

REGISTRATION

Upon approval by the immediate supervisor, supported by a receipt, District personnel may be reimbursed for registration and/or attendance fees at conference/training or seminars. A registration form is inadequate for reimbursement; the traveler must prove he/she paid the registration fee directly.

EMERGENCY REPAIR TO BOARD VEHICLES

Reimbursement will be made for emergency repairs or road service to Board vehicles if incapacitated while out-of-district. However, drivers may not obligate the Board for major repairs without the permission of the Transportation Coordinator, Assistant Superintendent for Operations, or the Superintendent.

FAMILY TRAVEL

Reimbursement for an employee traveling with family shall be at an amount no greater than if the employee had traveled alone.

EXTRA DAYS

An employee may request or be requested to depart from home earlier or delay return home to allow the District to take advantage of discounts on airline fares. In these cases, meals and lodging shall be reimbursed for the extra time the employee is traveling in the interest of District travel economy.

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ROUTINE MILEAGE FOR ADMINISTRATORS

Administrators are often expected to attend routine meetings, trainings, and conferences that occur on a single workday but for more than half a day, which would otherwise make it necessary to complete a Professional Leave Request (PLR) form. A PLR form is not required for administrators for these routine trips when the only expense involved is mileage (and parking fees) provided the travel budget for the administrator's department is not exceeded, the administrator's supervisor is aware of the travel, and the travel is completed on a single workday.

SUPERINTENDENT'S TRAVEL EXPENSES

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

STUDENTS TRAVELING WITH COACHES/SPONSORS

Coaches, teachers, sponsors and paraprofessionals (hereafter referred to as "coaches/sponsors") who are paid Board employees are permitted to pay travel expenses of students and/or drivers participating in approved academic or athletic activities. District travel procedures must be followed. Student meals, including tips up to 15%, are reimbursable only with an itemized receipt, subject to the limits established by the per diem rates for employees. Employees are reimbursed for meals in accordance with the per diem schedule presented previously in this procedure.

REIMBURSEMENT FOR TRAVEL EXPENSES OF COACH/SPONSOR

Following the trip, the coach/sponsor will be reimbursed his/her expenses and the student/driver travel expenses after submitting a completed Employee Expense Reimbursement voucher with detailed itemized receipts attached. Each receipt must clearly state how many participants in each category (coach/sponsor/student/driver) are included. Meal limits cannot be exceeded.

The coach/sponsor may choose to pay travel expenses for the bus driver.

INCIDENTAL EXPENSES OF COACH/SPONSOR

Incidental travel expenses (laundry fees, bus fares, etc.) not normally approved as employee travel expenses may be reimbursed to a coach/sponsor if the expenses are approved in advance. The coach/sponsor may be required to complete a purchase order for such expenses prior to the trip (e.g., video of tournament game).

CASH ADVANCES FOR COACH/SPONSOR

In accordance with Accounting Procedures for Kentucky School Activity Funds ("Redbook"), a cash advance may be made to a coach/sponsor only if there are students participating and only by the Central office for anticipated out-of-pocket travel expenses documented on the PLR form. The cash advance shall be limited to \$1,000 and the Superintendent/designee may waive this limit based on circumstances that warrant it.

Coaches/Sponsors supervising students and paying for students' meals and other approved travel expenses may request a cash advance to cover out-of-pocket expenditures. Advances are not intended to cover expenses that can be anticipated and handled through direct billing or advance payment (e.g., hotel rooms, airfare, etc.). **No School shall make a cash advance.**

Travel Expense**CASH ADVANCES FOR COACH/SPONSOR (CONTINUED)**

Where possible, the coach/sponsor requesting a cash advance shall do so at least thirty (30) days prior to travel. Failure to request the advance in sufficient time prior to the date of travel may result in the request being denied.

Coaches/Sponsors receiving an advance shall sign an agreement that (1) the cash advance will be used only for the stated purpose and (2) excess funds and documentation for expenses will be returned to the Central Office within seven (7) calendar days of returning. Failure to comply with these requirements may result in the coach/sponsor being ineligible for future cash advances. In addition, the coach/sponsors will sign a statement that he/she agrees to the full amount of the advance (or any unsubstantiated portion thereof) being deducted from his/her paycheck if he/she fails to provide appropriate documentation of expenditures within thirty (30) calendar days of returning or be subject to appropriate disciplinary action.

Review/Revised:7/14/2016