

COMPENSATION AND BENEFITS

DEE (REGULATION)

EXPENSE REIMBURSEMENT

TRAVEL AUTHORIZATION AND

PLANNING

Each District employee who is authorized to travel assume responsibility to limit travel expense claims to costs incurred on travel that is clearly for the purpose of discharging essential official business of the District. Travel planning should take into consideration the most economical means of accomplishing the authorized task.

Administrators who are responsible for authorizing travel plans have the additional responsibility of limiting travel to trips that are clearly in accordance with Board policy, the District improvement plan, or official Board action.

Employees must secure written approval for travel on the District Travel Request Form, DEE (exhibit A).

TRAVEL EXPENSE

REIMBURSEMENT

Employee expenses associated with authorized trips will be reimbursed in accordance with the following allowances.

HOTEL

The full cost of the hotel room will be reimbursed up to a maximum of \$85.00 if the employee's supervisor approved the expense prior to travel, provided that the employee's reimbursement claim is submitted with an attached "paid" bill or receipt from a commercial hotel, motel, or other commercial lodging establishment. Prior approval must be given for reimbursement of hotel room expense of more than \$85.00 per night. The District will not pay for room service, movies, personal telephone calls, or other types of personal service.

The District will not pay the travel expenses of spouses and other persons who have no responsibilities or duties to perform for the District when they accompany a District employee.

STANDARD REIMBURSEMENT FOR MEALS

For travel not related to a state or federal grant, an employee will receive reimbursement for meals when receipts are attached only to the maximum amounts established below:

Breakfast \$ 8.00

Lunch \$13.00

Dinner \$15.00

To be eligible for a meal reimbursement, the traveler must be away from the District a minimum of four hours.

A "paid" bill or receipt from the food establishment must be submitted with the reimbursement claim. The receipt must indicate the date of the meal, the name and location of the food establishment, and the signature of the employee.

Meal expenses incurred during travel lasting less than six consecutive hours may not be reimbursed if grant funds are used. For travel of six hours or more but not requiring an overnight stay, the travel must begin at one duty point and end at another duty point for meal reimbursement.

REGISTRATION FEES

Registration fees paid by the employee will be reimbursed if the employee submits a "paid" bill or receipt from the meeting sponsor. Reimbursement will not include membership fees in a professional organization.

PUBLIC TRANSPORTATION

Actual costs for public transportation will be reimbursed. Employees, when traveling by commercial airline, must travel tourist/economy class. Receipts for public transportation must be attached to the traveler's request for reimbursement. Taxi cab expenses will be reimbursed at actual cost. To the extent possible, employee must attach receipts for any taxi expenses. Car rentals will be reimbursed at actual cost. Receipts for car rental costs must be attached to the traveler's request for reimbursement. A detailed justification for the car rental must be attached to the request for reimbursement.

PRIVATE TRANSPORTATION

Travel outside of the District in the employee's private vehicle will be reimbursed at the current state rate of cents per mile. Mileage claims will be based on the shortest practical route between the District and the destination via intermediate points at which official business is conducted, as well as documented incidental travel in the destination city.

When two or more employees of the District travel with the same itinerary on the same dates, only one may claim a travel reimbursement for mileage in a personal vehicle. An exception may be made if more than four employees use more than one vehicle to attend a meeting or conference. Mileage reimbursement will be allowed for one vehicle for each four employees and for any fraction in excess of a multiple of four employees. If, in any instance, it is not feasible for these employees to travel in the same vehicle, they may request prior approval for reimbursement for travel for each person authorized to use his or her personal vehicle in such travel.

When an employee travels for District business in a private vehicle, he or she must furnish evidence of insurance to the District.

PARKING COSTS

An employee who drives a vehicle to a meeting and is required to pay a parking, the fee will be reimbursed, provided a receipt is submitted with the reimbursement request form.

MISCELLANEOUS EXPENSES

The District will make reimbursement for other miscellaneous expenses, such as tolls, when the employee documents those expenses and presents receipts, to the extent feasible.