

# POLICY

2016

5570

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Non-Instructional/Business Operations

## **SUBJECT: TRAVEL EXPENSE REIMBURSEMENT**

District staff shall be reimbursed for travel expenses that were incurred in the conduct of District business as stated below:

- 1) Where the use of a personal vehicle is appropriate and the use of a District vehicle has been expressly denied, mileage will be reimbursed at the rate set by the Internal Revenue Service for business travel which is in effect on the dates of travel.
- 2) Where transportation is provided other than through the use of a District or personal vehicle, such transportation will be reimbursed at actual cost, provided that the least-cost method is used.
- 3) Meal expenses will be reimbursed at actual cost, up to the maximum federally established rates. Meal expenses incurred on the first or last day of travel will be reimbursed using the per meal rates. Meal expenses incurred on days of travel other than first and last will be reimbursed using the per day rates. Under no circumstances will purchases of alcohol be reimbursed.
- 4) Lodging costs will be reimbursed at actual cost, up to the maximum federally established rate.
- 5) Incidental expenses will be reimbursed at actual cost. "Incidental expenses" include, but are not limited to, copying, faxing, internet access, or telephone calls.
- 6) All reimbursement requests require the following supporting documentation:
  - a. For expenditures under \$10, a receipt with or without detailed itemization.
  - b. For expenditures \$10 and greater, a receipt with detailed itemization.
- 7) Where meals, lodging, transportation, or other expenses are included as part of a conference, lodging, or other fee paid by the District, no reimbursement will be made under this policy for those included expenses unless the employee can

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establish that the circumstances reasonably prevented the employee from using the included services.

**SUBJECT: TRAVEL EXPENSE REIMBURSEMENT (Cont'd.)**

- 8) The Superintendent may authorize upward deviations from the limits in this policy for good cause shown.

Adopted: 11/12/99  
Revised: 4/06/16