

ADMINISTRATIVE REGULATIONS

General Instructions for Work-Related Mileage and Attendance at Conferences, Conventions and Workshops

Mileage:

All travel must be by a direct travel route. **If you are traveling to multiple locations during the workday, you will be reimbursed for all miles traveled between your first stop and your last stop, prior to going home.** If you are traveling to only one place during the day but it is further than your longest typical first stop, you will be reimbursed for the mileage in excess of the miles to that longest first stop. You must also reduce the claim by the miles from that longest site back to your home as well. For example, if you travel directly from your home to (Site) (Miles), and your longest typical first stop from home is 10 miles, you can only request reimbursement for 20 miles. You would also receive reimbursement for 20 miles for the end of the workday as well. Reimbursement will be at the prevailing IRS rate per mile. If unusual circumstances prevail, they must be properly documented and approved on the reimbursement voucher by the staff member's supervisor.

Rail, Bus & Airlines:

Transportation reservations will be secured by the individual staff member using the travel agencies approved by the Board of Education (Superintendent's Office) and will be limited to single coach rate.

If you want to drive your personal vehicle instead of going by common carrier and your supervisor has approved this, the maximum mileage reimbursement will not exceed the cost of the common carrier charges.

Per Diem Allowances - The rates established represent the maximum approved rates for staff and contractors.

Meals: \$35 per day maximum. The general breakdown is: Breakfast \$5, lunch \$10, Dinner \$20. If the conference includes a meal (e.g., lunch\program banquet), the district will pay the full cost and the individual shall use the above guidelines for any remaining meals for that day. Detailed receipts are required for reimbursement. Alcoholic drinks are not reimbursable.

Lodging: The cost of the room is not to exceed the lowest single room rate charged by the hotel. No charges or direct billing to the District will be accepted for lodging. All detailed lodging receipts must be presented for reimbursement.

Miscellaneous Expense Items:

Taxicabs or other public transportation: Necessary taxicab fares from the terminal or station to the conference lodging and from the conference lodging to the terminal or station for the return trip home. Taxicab rides must be shared when more than one individual from the District attends the same conference.

Telephone: Charges for official business are allowable and must be documented on the hotel receipt.

Parking Fees: If personal car use is approved, reimbursement for parking will be made if validated by a receipt. Valet parking will generally not be permitted.

Registration Fees:

Enrollment or registration fees for approved conferences, conventions or organizations related to school goals are to be prepaid by the business office whenever possible. Purchase Orders must be completed at least three weeks in advance of the due date for registration.

Expense Report Due Dates:

You are still strongly encouraged to turn in expense reports on a monthly basis. However, the following timelines will be required for receiving reimbursement for expenses. **Forms not submitted to your supervisor for approval by these dates will not be reimbursed.**

Expenses Incurred Through	Expense Report Due Date
July 1 - September 30	November 30
October 1 - December 31	February 28
January 1 - March 31	April 30
April 1 - April 30	May 31
May 1 - May 31	June 30
June 1 - June 30	July 31