

Travel Allowances and Expenses

Every District employee and trustee will be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. All travel expenses must be reported on the established travel expense and voucher forms and, for employees, approval must be granted prior to traveling by the employee's supervisor and the Superintendent.

The District business office will be responsible for the development of procedures and forms to be used in connection with travel expense claims and reimbursements.

Reimbursement for travel will be made when a properly filed travel expense reimbursement form has been submitted to the district office. For travel within the state, the district will reimburse the employee:

**1. Transportation:** Mileage: Reimbursement will be made at the rate of \$.05 per mile less than the actual IRS reimbursement rate on July 1 of each fiscal year. Travelers are encouraged to share transportation with another employee to keep costs as low as possible.

**a. Airfare:** Reimbursement will be limited to coach fare only. Airline tickets will be arranged through the district office as early as possible to assure the best possible ticket price.

**b. Car Rental:** Reimbursement will be made only when approved by the district office prior to actual expense. Arrangements for rental will be made through the district office.

**c. Other:** Any other mode of transportation requested by employees must be approved by the district office before used or reimbursement will not be granted.

**2. Lodging:** Arrangements to include direct billing, where possible, will be made through the district office. Reimbursement will be made for the district employee only. Employees are encouraged to share lodging to take advantage of any double occupancy rates.

**3. Meals:** Reimbursement for meals, which includes tips, will be as follows: In State travel will be reimbursed at the rate of \$10.00 for breakfast, \$13.00 for lunch and \$22.00 for dinner. Breakfast reimbursement will be allowed if travel is prior to 7:00 a.m. Lunch reimbursement will be allowed if travel is between 11:00 a.m. and 1:00 p.m. Dinner reimbursement will be allowed if travel is after 5:00 p.m. Meal expenses in excess of the maximum allowed per meal will not be reimbursed. Exceptions to the In State travel reimbursement amounts may occur when required travel is to a resort destination, required as part of a conference, or sponsored by a district administrator or program director. Exceptions must receive prior approval by the Board of Trustees and/or District Office Administration. Out of State travel will be reimbursed at cost, but arrangements must be made with the district office prior to any travel. An itemized receipt must be attached to the reimbursement request. Expenses will not be reimbursed if meals are provided at the conference or workshop.

**4. Ground Transportation:** Expenses usually referred to here include taxi's, limousine service, buses, and other public transportation and/or tolls paid. Reimbursement will be made for travel to and from airports and the site for lodging if the meeting place is different. Receipts for this type of travel are sometimes difficult to obtain but you should ask for a receipt from any provider. Exceptions to the requirement for receipts will be made here for that reason.

**5. Parking:** Reimbursement will be made for normal parking needs when traveling.

**6. Telephone:** Reimbursement will be made for telephone calls related to the official purpose of the travel.

**7. Tips:** Reimbursement will be made for usual and customary tips (other than meals) for baggage handling, lodging, transportation, etc.

**8. Other Incidental expenses:** Reimbursement for these types of expenses will not be made except under unusual circumstances approved by the district office.

Travel Costs Under Federal Award

**General:** Travel costs are the expenses for transportation, lodging, food, and related items incurred by employees who travel on official business under a federal award. Such costs may be charged on an actual cost basis, or on a

per diem mileage basis, or on a combination of the two, provided the method used is applied to an entire trip and not selected days of the trip.

**Lodging and subsistence:** Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, shall be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the District in its regular operations. If these costs are charged directly to the federal award, the District will maintain documentation justifying the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are consistent with this policy and any related procedures.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences are allowable provided that:

1. The costs are a direct result of the individual's travel for the federal award;
2. The costs are consistent with this policy and any related procedures; and
3. Are temporary, lasting only during the travel period.

Travel costs for dependents are unallowable, except for travel of duration of six months or more with prior approval of the federal awarding agency.

**Commercial air travel:** Airfare costs in excess of the basic, least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would:

1. Require circuitous routing;
2. Require travel during unreasonable hours;
3. Excessively prolong travel;
4. Result in additional costs that would offset the transportation savings; or
5. Offer accommodations not reasonably adequate for the traveler's medical needs.

**Under no circumstance will the employees receive reimbursement without proper itemized receipts.**

Legal Reference:        I.C. § 33-701                      Fiscal year – Payment and accounting of funds  
                                  2 C.F.R. § 474                              Travel Costs

Policy History:

Adopted on:    11/21/2006  
Revised on:    02/24/2009  
Revised on:    10/23/2012  
Revised on:    07/26/2016  
Revised on:    07/25/2017  
Revised on:    08/28/2018