

TRAVEL EXPENSES

The Board of Trustees recognizes that district employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The Board of Trustees shall authorize payment for actual and necessary travel expenses, incurred by any employee performing authorized services for the district, whether within or outside district boundaries. (Education Code 44032)

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she shall establish reimbursement rates in accordance with law and Board Policy.

An employee shall obtain approval from the Superintendent or designee prior to traveling. The Superintendent or designee may approve employee travel requests in accordance with the adopted budget, upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The district shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on district business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee. (Education Code 44033)

The mileage allowance provided by the district for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

TRAVEL EXPENSES (cont.)

BP 3350(b)

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Superintendent or designee and based on the time of day that travel for district business begins and ends.

Any expense that exceeds the maximum rate of reimbursement established by the district shall be reimbursed only with the approval of the Superintendent or designee.

All expense reimbursement claims shall be submitted on a district form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any written explanation necessary to document that the expenses meet district criteria for reimbursement.

The Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to district business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any unapproved costs incurred.

When approved by the Superintendent or designee, an employee may be issued a district credit card for use while on authorized district business. Receipts documenting the expenses incurred on a district credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a district credit card, even if the employee intends to subsequently reimburse the district for the personal charges.

When necessary, the Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on district business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the district any amount of cash advance exceeding the actual approved reimbursable expenses.

TRAVEL EXPENSES

In-district Travel/Conference

Travel/conferences within Marin County shall be considered "in-district" travel and a Travel Request Form shall not be required. Reimbursement for use of a private vehicle for in-district travel shall be submitted on the Mileage Reimbursement Claim Form and shall be paid at the current IRS-approved rate. Parking fees should be included on the Mileage Reimbursement Claim Form and the receipt attached.

Mileage Reimbursement must be submitted at the end of each month or an accumulative of 90 days from the first date of travel.

Meals associated with in-district travel are not normally allowed unless part of a specific meeting or conference as described below.

Meals or refreshments for meetings, conferences, or events that involve District staff and that have a pre-established agenda and prior authorization of the Superintendent, or that involve members of other organizations, the community, or Board members and that are authorized as business expenses by the individual's authorizing supervisor or administrator, may be paid for by the District directly or through reimbursement. In no event shall gratuities exceed 20%.

Out-of-district Travel

Travel Request Forms must be approved by the immediate supervisor and the Superintendent/designee prior to committing any funds and shall be forwarded to the Business Office at least two weeks in advance of any trip or conference. Travel not approved in advance by the supervisor and Superintendent/designee may not be reimbursed, at the district's discretion. All out-of-state travel requires approval by the Governing Board.

After the Travel Request Form has been approved, the district will advance funds for conference registration and airfare. Personal credit cards may be used with prior authorization.

1. Advance payments for conference registration or airfare will be made by purchase order or district check wherever possible.
2. A personal credit card may be used to pay the hotel reservation and reimbursement made to employees if necessary.

Advances for other expenses will be made only if approved by the Superintendent/designee, under special circumstances. Advances will not be made for non-employees such as parents or community members.

Travel/Conference Expenses

Completed travel/conference/reimbursement claims and all accompanying original receipts must be approved by the supervisor and filed with the Business Office within 30 days of completion of travel.

Allowable Expenditures

With the exception of certain meals and bridge tolls, all travel/conference expenses claimed must be accompanied by an original receipt or other documentation. Credit card statements are not considered receipts. Allowable expenses are restricted to reasonable and necessary actual expenditures. Payment must be made using cash, check, or credit card. Gift card payments are not allowable and cannot be reimbursed.

1. Hotel accommodations at the standard single occupancy rate will be allowed if an overnight stay is necessary. Upgrade costs will not be reimbursed.
2. Transportation expenses will be allowed based on the lowest total cost alternative and consideration of required travel time. In order to minimize travel costs, carpooling shall be utilized whenever possible.
 - a. Airfare is restricted to economy rates unless approved by the Superintendent. Total air travel costs include mileage to and from the departure airport, tolls, parking, and the lowest cost alternative shuttle service from the destination airport to the meeting location.
 - b. Taxi, rideshare, or shuttle costs will be reimbursed at actual costs, including gratuities not to exceed 20%.
 - c. Private vehicles will be reimbursed at the current IRS-approved mileage rate along with bridge tolls and parking fees.
 - d. Rental vehicles will not be allowed unless there is advanced approval or no other means of transportation from the destination airport to the meeting location is available. A rental vehicle may be approved if travel among various locations at the destination is required and not otherwise reasonably available. The district will pay for a rental vehicle in the economy to standard classification or, if the number of district passengers warrants, a van. In no case will the district pay the additional cost for premium, luxury or sport/utility vehicle rentals. The "loss damage waiver" must be specified and will be considered a reimbursable cost.
3. Meal reimbursements shall be based on actual and necessary meal costs within prescribed allowances, including gratuities not to exceed 20%. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitations prescribed herein, only the actual amount may be claimed.
 - a. Meals included in a conference or meeting and for which there is a prescribed fee are not subject to these limitations.
 - b. Per diem meal allowances for meals incurred when traveling on approved District business when meals are not provided by the event are as follows:

Full day travel (before 7:00 a.m. and after 5:00 p.m.) \$73.00

Departure after 7:00 a.m. and before noon \$0

TRAVEL EXPENSES (cont.)

AR 3350(c)

Departure after noon and overnight \$36

Return before noon \$17

Return before 5:00 p.m. \$37

Return after 5:00 p.m. \$73

If a meal is included in a conference registration, the following limitations apply:

Breakfast \$17.00

Lunch \$20.00

Dinner \$36.00

Non-Reimbursable Expenses

Personal expenses such as entertainment, transportation to and from entertainment, leisure tours, alcoholic beverages, gifts, gift cards, donations, personal telephone calls, and expenses for guests/spouses/friends are not reimbursable.