

<b><i>P-030</i></b>	<b><i>Travel and Conferences</i></b>
<i>Date Revised:</i> <b>8-2-11</b>	

**I. BACKGROUND**

- A. Staff members may be required to attend meetings and conferences and to perform other official duties on behalf of Dixon Unified School District. Actual and necessary expenses incurred as a result of attending authorized meetings, conferences and conventions may be reimbursed as indicated in Title 5, California Administrative Code, Sections 17430-17436.

**II. APPROVAL PROCESS**

- A. Requests to attend a conference or workshop should be submitted to the immediate supervisor with as much advance notice as possible.
- B. All travel must be approved in advance by the immediate supervisor or department head. Travel outside of California must be approved by the superintendent. Conference travel reimbursement and conference expenses may be denied unless prior approval has been received.
- C. The number of attendees at any conference or meeting will be determined by the distance to be traveled, relevance of conference or meeting, and availability of funds.
- D. An *Overnight Travel/Conference Approval and Expense Claim Form (Form 30)* with accompanying documentation (conference flyer or brochure, etc.) must be completed and submitted for approval. Retain the approved *Overnight Travel/Conference Approval and Expense Claim Form (Form 30)* to submit with the reimbursement claim which must include proof of attendance such as name badge, workshop agenda, certificate of completion, copy of sign-in sheet, etc.
- E. Travel will take into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performing regular duties.
- F. Considering time factors, for trips in excess of 200 one-way miles, travel by air is generally authorized as the overall most cost-efficient mode of travel.
- G. Use of personal vehicles for transportation to conferences over 200 miles each way is discouraged unless air travel is unavailable.

- H. If trips over 200 one-way miles are taken by car, train or bus, the reimbursement for travel expense is limited to the amount that would normally be reimbursed for air travel and will not exceed the cost of coach air fare available 14 days in advance from Sacramento to the destination unless prior approval has been received in writing.
- I. Every effort will be made to make reservations for transportation by common air carrier at least 14 days in advance to minimize cost.
- J. Every effort will be made to secure reservations for hotel, air transportation, and conference registration through the DUSD requisition process. If reservations are secured through an employee's personal credit card, reimbursement will not take place until after travel and attendance has occurred.

### III. MILEAGE

- A. Employees must carry a valid California Driver License and proof of automobile insurance coverage when operating a privately-owned vehicle.
- B. An employee using his/her privately-owned vehicle for official business shall maintain personal automobile insurance coverage as follows:
  - 1. \$100,000/\$300,000 for Liability/Bodily Injury
  - 2. \$50,000 for Liability/Property Damage
  - 3. Collision and comprehensive insurance coverage is optional.

The employee's personal insurance shall provide primary coverage, with Dixon Unified School District's insurance providing excess coverage.

Dixon Unified School District will not pay for any of the following for an employee's privately-owned vehicle while used on official business or parked at a Dixon Unified School District facility:

- a. Collision damage.
- b. The deductible amount of any insurance claim or adjustment.
- c. Repair or replacement of vehicle damaged by vandalism or theft of vehicle.
- d. Damage or theft of vehicle contents.
- e. Traffic and/or parking citations issued to the employee while on official business.

Vehicle accidents involving employees driving privately-owned vehicles on official business shall be reported immediately to Business Services.

The employee shall also report the accident to:

1. The employee's insurance company
2. The California Department of Motor Vehicles, within ten (10) days, if damage exceeds \$750 or if anyone was injured (no matter how slight) or killed (per California Department of Motor Vehicles Driver Handbook).

Personal injuries incurred as a result of vehicle accidents involving employees driving privately-owned vehicles on official business shall be reported as soon as possible to *Company Nurse LLC* at (877) 778-2576, who will assess the nature of the injury(ies), refer for medical treatment if necessary, and contact our worker's compensation insurance carrier.

- C. An employee required to use his/her own car for travel approved by the supervisor shall be reimbursed at the appropriate rate as specified in employee contracts, i.e., based on the current IRS rate.
- D. In order to collect private auto mileage reimbursement, a current *Insurance Certification* form (*Form 32*) must be on file with the immediate supervisor and business office. As prescribed by California Vehicle Code Division 7, Chapter 3, Article 2, Section 16451, an owner's policy of motor vehicle liability insurance shall insure the employee and any other person using any motor vehicle registered to the employee against loss from the liability imposed by law for damages. Personal automobile insurance coverage required by Dixon Unified School District is as follows: \$100,000/\$300,000 for Liability/Bodily Injury; and \$50,000 for Liability/Property Damage to others as a result of any one accident. Collision and comprehensive insurance coverage is optional.
- E. Mileage reimbursement may be paid monthly using a standard number of miles driven per month within the district and/or county times the reimbursement rate (see Mileage Table). Out-of-county travel will be reimbursed on actual miles driven. To satisfy internal auditing and County Office requirements, proof of actual mileage is required, as evidenced by MapQuest or other reliable mileage chart which must be attached at the time of mileage reimbursement request.

### Mileage Table

One-way distances from Dixon Unified School District Office to SCOE and DUSD School Sites:

	DUSD	SCOE	Anderson	Gretchen	Tremont	Silvey- vey- ville	CA Jacobs	Dixon High	Maine Prairie	
DUSD	0	25.25	.41	1.42	1.42	.75	.94	1.84	.34	
SCOE	25.25	0	25.69	25.85	24.68	25.00	24.63	26.95	25.61	
Anderson	.41	25.69	0	1.44	1.71	1.04	1.23	2.25	.07	
Gretchen	1.42	25.85	1.44	0	1.66	1.02	1.37	3.25	1.36	
Tremont	1.42	24.68	1.71	1.66	0	1.03	.55	3.26	1.64	
Silveyville	.75	25.00	1.04	1.02	1.03	0	.36	2.31	.96	
CA Jacobs	.94	24.63	1.23	1.37	.55	.36	0	2.77	1.08	
Dixon High	1.84	26.95	2.25	3.25	3.26	2.31	2.77	0	2.18	
Maine Prairie	.34	25.61	.07	1.36	1.64	.96	1.08	2.18	0	
Other										

F. Nearly all employees are assigned to a designated work site(s). Employees are expected to travel from/to their work site(s) and return home at their own expense and will accrue mileage for conducting official business after their home-to-work round-trip mileage is subtracted.

- G. Standard practice is that employees are reimbursed for actual miles driven from the work site(s) to the destination. Per IRS guidelines, total miles traveled and reimbursed beyond work site(s) to conferences are reportable to the IRS as compensation. However, if an employee attends a conference whose distance from home is less than from the regular work site, then the lesser number of miles will be claimed for reimbursement. For example, if an employee lives in Sacramento and attends a conference in Sacramento five miles from his/her home, only five miles each way will be reimbursed; mileage to and from the work site in this instance would not be allowed.
- H. If traveling for a conference where airfare is needed, DUSD will pay for mileage at the current IRS rate for one round trip to and from the airport from either the home or the regular work site, whichever is less, minus the daily round-trip commute mileage. If it can be demonstrated that alternative transportation to the airport is less expensive than the cost of mileage for one round trip to the airport plus parking, alternative transportation may be approved by the supervisor or department head.
- I. When completing the *Mileage and Day Travel Reimbursement Form (Form 33)*, provide all requested information within each column and on each line of the form. Indicate in the "Origin and Destination" space if round trip mileage is claimed.
- J. Bridge tolls, parking fees and other expenses to and from public transportation centers shall be reimbursed for the exact rate. Receipts shall be attached to requests for reimbursement.

#### IV. MEALS

- A. The authorized allowance for meals will be paid provided the travel time meets the following requirements:
  - 1. Breakfast: Depart by 7 a.m.
  - 2. Lunch: Depart by 11 a.m. and return at or after 2 p.m.
  - 3. Dinner: Return at or after 5 p.m.
- B. If a conference provides a meal, the employee will not be reimbursed for that meal as it was paid for in the registration fee.
- C. Meal allowances for employees who are assigned work within the district or county at a location different from the normal work location, will be reimbursed only if necessary business was conducted during the meal time, the meeting required business predominantly with associates who are not employees of the district, and the required business is approved by the immediate supervisor or department head.
- D. The following per diem rates are in effect and may be reimbursed without receipts:
  - 1. Breakfast: up to \$10.00

2. Lunch: up to \$10.00
3. Dinner: up to \$20.00

E. Reimbursement for meal gratuities will be limited to 15% of cost of meal unless otherwise required by the restaurant (excluding alcoholic beverages per Ed Code Section 32435).

## V. LODGING

- A. Every effort will be made to secure reservations for hotel accommodations through the DUSD requisition process. If reservations are secured through an employee's personal credit card, reimbursement will not take place until after travel has occurred.
- B. Hotel accommodation fees will be reimbursed at actual cost considered reasonable and necessary, not to exceed the single occupancy rate offered by the hotel within the geographic area of the conference or meeting. Variations will be subject to approval by the immediate supervisor or department head.
- C. Per California Revenue and Taxation Code Section 7280, the legislative body of any city or county may levy a tax on the privilege of occupying a room in a hotel, inn, motel or other lodging. Exemptions are allowed at the discretion of each city or county.

At the time of reservation or registration, whichever occurs first, DUSD employees traveling on official district business shall inquire if the hotel, inn, motel, etc. provides for such exemption. If so and if requested by the hotel, complete the *Hotel/Motel Transient Occupancy Tax Waiver Exemption Claim for Government Agencies* form (Form 34), or the hotel's exemption form, and present it to the hotel/motel at time of registration or during the reservation period, whichever is preferred by the vendor.

- D. If deemed necessary, internet charges for school business related use may be reimbursed by DUSD while on approved business.
- E. Detailed original receipts are required.

## VI. INCIDENTALS

- A. DUSD will reimburse up to \$5 for incidentals each night of an overnight stay. Incidental expenses include fees and tips given to porters, baggage carriers, hotel maids, taxi drivers, etc. No receipts are required for incidental expenses but are limited to the per diem rate of \$5 for each 24-hour period. This does not include the gratuity for meals.

## **VII. CLAIM REIMBURSEMENT**

- A.** Retain the approved *Overnight Travel/Conference Approval and Expense Claim Form (Form 30)* to submit with your reimbursement claim which must include proof of attendance such as name badge, workshop agenda, certificate of completion, copy of sign-in sheet, etc. Reimbursement claims will be returned to sites and departments if proof of attendance at workshops or conferences is not included.
- B.** The depart/return times must be completed as this information determines which meals will be reimbursed.
- C.** Detailed receipts must be provided to establish that expenses incurred were actual and necessary. (exception is for meals)
- D.** Proof of payment (credit card receipt or bill showing payment, front and back of cancelled check, etc.) must accompany reimbursement requests where the employee has incurred cost in advance of the event.
- E.** If an employee is requesting reimbursement for hotel, food or conference registration fees, a copy of the conference registration form or flyer must accompany the reimbursement request with proof of payment and proof of attendance.
- F.** Parking (including airport parking) will be reimbursed for a reasonable amount of time in order to get to and from the conference.
- G.** The reimbursement claim should be submitted to the immediate supervisor for approval, signature, and submission to Business Services.

## **VIII. CLAIM PROCESSING TIPS**

- A.** Conference or workshop reimbursements require verification of attendance (agenda, name badge, certificate of completion, or other evidence of attendance).
- B.** Attach supporting documentation to the claim form, including copies of purchase orders (when applicable), required verification of attendance, and required original receipts.
- C.** Verify all columns are totaled and amounts are carried over; the business office verifies what is submitted and does not prepare calculations.
- D.** Print legibly or type the reimbursement claim to allow accurate and timely processing of the reimbursement.

- E. Verify that each claim is signed by the employee and administrator, with a complete account string included.
- F. Incomplete travel or mileage claims will be returned to sites for satisfactory completion.
- G. Reimbursement claims are submitted monthly and not held until year end. For small dollar amounts, reimbursement claims may be submitted quarterly.

## **IX. OTHER REIMBURSEMENTS**

### **A. Workshop/Meeting Expenses**

If hosting a workshop and requesting reimbursement for food for the event, a copy of the agenda or flyer announcing the workshop along with a list of attendees must accompany the reimbursement request.

The cost of social events, including meals, will not be reimbursed unless the event has a staff development component, provides a benefit to DUSD, or allows for performance of official duties with prior approval from the appropriate department head. Examples of events that will not be reimbursed include retirement events and appreciation events which do not have a staff development component.