

SUGAR VALLEY RURAL CHARTER SCHOOL

POLICY NUMBER: 626.1
SECTION: FINANCES
TITLE: **FEDERAL PROGRAMS –
TRAVEL COSTS AND REIMBURSEMENT**
DATE ADOPTED: JANUARY 2017
DATE LAST REVISED: JANUARY 2017

FEDERAL PROGRAMS - TRAVEL COSTS AND REIMBURSEMENT

PURPOSE

To establish the policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by employees in the performance of official and necessary School business.

GUIDELINES

Authorization and approval of travel and reimbursements

- The Chief Executive Officer (CEO) or his/her designee(s) is responsible for authorizing travel on necessary and essential School business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.
- All out-of-town travel for educational personnel must be approved by the CEO to ensure that the purpose is consistent with the School's educational goals and focus. Additionally, expenditures for all out-of-town travel require the prior approval of the CEO or his/her designee(s).
- Expenditures in excess of the limitations established in these procedures will be approved only if fully documented and a review of the circumstances indicates that such expenditures are necessary and in the best interests of the School.

Conference Participation

- For all employees, attendance at the conference must be essential to job performance. For instance, travel to participate in meetings of professional, civic or social associations will only be approved if their content is deemed to be specifically aligned with and critical to job performance. Employees may attend additional conferences on their own time and at their expense.
- To share helpful information, Attendance at a conference by any employee, including an employee who has been invited to a conference as a presenter, is conditioned upon the

employee providing a written report and, if requested by his/her supervisor, a presentation to colleagues regarding conference content within thirty (30) days after the conference.

Request For Reimbursement

- Employees will be reimbursed for approved expenditures within the policies and limitations established herein. The SVRCS purchase order, properly executed and signed, will be used to request reimbursement for routine or out-of-state travel. Receipts for transportation, hotel accommodations, taxi fares, tolls, etc., must be obtained and attached to the form. Reimbursement will be included in the employee's paycheck for a subsequent pay period.
- All requests for reimbursement of travel expenses are subject to review by the Business Manager to determine the official nature of the expenditure and the propriety and reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed.

Reimbursable Expenses

- **Travel By Automobile**
The shortest distance to the destination should generally be taken. Mileage records must be kept so that information is accurate. In listing trips on the purchase order, indicate the start destination (school/location) of each trip and the miles covered. Show the total reimbursable miles covered for the day, rounding the total to the nearest mile. Attach a computer map showing the miles of the route. All mileage is reimbursed at the current Internal Revenue Service rate. Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are not reimbursable with respect to the regular or normal work location.
- **Conference Registration Fees**
Conference registration fees for conventions, professional or trade association meetings are reimbursable by use of the SVRCS Purchase Order. Payment of registration fees must be documented by cancelled check, credit card receipt or money order receipt. Reimbursement is made for the registration amount up to the amount budgeted or otherwise approved by the CEO.
- **Meals While in Traveling Status**
Meal allowance will be made for travel of over four (4) hours. All meals while on travel status are reimbursable, without documentation, at the following rates (taxes and tips included):
 - Meal Allowances:
 - Breakfast: \$10.00
 - Luncheon: \$10.00
 - Dinner: \$20.00
 - Total Per Day: \$40.00In order to qualify for meal allowances, an employee must be in a travel status during at least one half hour between the following time limits:
 - Breakfast: 7:30 am and 9:30 am
 - Luncheon: 11:30 am and 1:30 pm
 - Dinner: 5:30 pm and 7:00 pmMeals that are part of an official function (conventions, etc.) will be reimbursed in the amount actually expended and should not be included in the meal allowance. A receipt

must accompany the reimbursement request for such meals. Meals that are included in the registration fee may not be included in the request for meal allowance.

Vacation Immediately Preceding/Following Travel

- When an official period of travel is preceded or followed by an approved employee vacation or other non-work day, only such expenses that are an integral part of the official travel may be charged.