

KEYSTONE OAKS SCHOOL DISTRICT

Policy Guide



Policy No. 827

Section OPERATIONS

Title TRAVEL RELATED
EXPENSE REIMBURSEMENT

Adopted OCTOBER 20, 2015

Last Revised AUGUST 20, 2024

| POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT | | |
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| Section 1 | <p><u>Purpose</u></p> <p>The Board shall reimburse administrative, professional, classified employees, and Board members for pre-approved expenditures incurred in the course of performing services for the District, in accordance with Board policy.</p> | |
| Section 2 | <p><u>Definitions</u></p> <p>Employee – includes administrative, professional and classified employees.</p> <p>Out of Area – Outside Allegheny, Armstrong, Beaver, Butler, Fayette, Greene, Washington, or Westmoreland counties.</p> | |
| Section 3 | <p><u>Delegation of Responsibility</u></p> <p>The validity of payments for job related expenses shall be determined by the Superintendent or designee.</p> <p>The Superintendent or designee shall develop administrative procedures that will address the deadline for which claims must be submitted to the Business Office in order to request reimbursement and forms for reimbursement of travel expenses. This policy attempts to address all travel and business related occurrences. Occasionally, situations arise that are not specifically covered within the policy. These situations will be addressed on an individual basis by the Superintendent prior to</p> | |

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| <p>Section 4</p> | <p style="text-align: center;">POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT</p> <p>incurring the expense, with final approval or denial by the Superintendent.</p> <p><u>Guidelines</u></p> <p>Actual and necessary expenses incurred when attending functions outside the District shall be reimbursed if approval has been obtained in advance from the Board or Superintendent according to the guidelines set forth below.</p> <p>For employees, attendance at approved events outside the District shall be without loss of regular pay, unless otherwise stipulated prior to attendance.</p> <p>In all instances of travel and job related expense reimbursement, full itemization with original receipts attached shall be required. Receipts must be original and itemize each cost item (e.g. separate each item, tax, gratuity, etc.) and not be a single total.</p> <p>Under normal conditions, employees or Board members traveling on official business shall provide themselves with sufficient funds for ordinary expenses.</p> <p>Travel shall be by the most economical route.</p> <p>Those traveling on official business shall exercise the same care in incurring expenses as they would in traveling on personal business.</p> <p>For official travel other than by automobile, the District shall arrange the advance purchase of transportation tickets, with Superintendent approval.</p> <p>No reimbursements will be given until after the next Business/Legislative Meeting of the Board following the deadline set by the administration for submission of claims.</p> <p><u>Mileage</u></p> <p>The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the Superintendent or designee.</p> | <p>Pol. 616</p> <p>Pol. 616</p> |
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| | <p style="text-align: center;">POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT</p> <p>Use of a personal vehicle for approved purposes is reimbursable at the prevailing IRS rate per mile. For mileage reimbursement, employees must submit a listing of the trips made for legitimate school business to the Business Office.</p> <p>Board members may only be reimbursed for mileage for travel out of area.</p> <p>Use of a personal vehicle requires that liability insurance be provided by the employee or Board member</p> <p><u>Meal Expenses</u></p> <p>Meals purchased during the course of travel for normal business purposes where an overnight stay is not warranted are generally not reimbursable. The District may reimburse employees for student's meals. Meals purchased for meetings amongst employees must be pre-approved.</p> <p>Prior to approval the traveler must submit an estimate of the number of meals and total cost that they expect to incur.</p> <p>In general the maximum reimbursement for each meal shall be:</p> <ol style="list-style-type: none">1. Breakfast \$202. Lunch \$303. Dinner \$50 <p>Discretion may be given for meal reimbursement if traveling to a high cost of living area.</p> <p>If a meal is included in the conference attendance fee, an employee or Board member will not be allowed to charge for that meal.</p> <p>If a meal, such as breakfast, is included with the accommodations, an employee or Board member will not be allowed to charge for that meal.</p> <p>Under no circumstances will an employee or Board member be reimbursed for alcoholic beverage expenses. Receipts submitted must show the charged amount without gratuity added. District reimbursement for gratuity charges shall not exceed 15%.</p> | |
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| | <p style="text-align: center;">POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT</p> <p><u>Accommodations</u></p> <p>Reservations for hotel accommodations must be made by the person traveling. Those traveling should take advantage of any discounts available with specific programs or by booking through the conference host.</p> <p>Reimbursement is generally limited to the amounts set forth for the applicable city in the U.S. GSA publication per the link below. The per-night lodging amounts shown exclude taxes, which are reimbursable.</p> <p>http://www.gsa.gov/perdiem</p> <p>Only single-standard room rates will be reimbursed.</p> <p>An itemized hotel receipt must be submitted with the expense report for reimbursement. The receipt should show separately: room rate, all applicable taxes, and any additional charges.</p> <p>In general, the following additional charges will not be reimbursed:</p> <ul style="list-style-type: none">a. Hotel room cancellation chargesb. Hotel room upgrades from the standard single ratec. Phone callsd. Internet feese. Room servicef. Movies or other entertainmentg. Laundryh. Hotel in-room mini bar <p><u>Conferences</u></p> <p>Employees and Board members may, with valid, documented business purpose and Board approval, travel to conferences for continuing education purposes. Conference or registration fees will be paid upfront by the District.</p> | |
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| | <p style="text-align: center;">POLICY NO. 827 TRAVEL RELATED EXPENSE REIMBURSEMENT</p> <p><u>Travel Extensions and Travel with Other Parties</u></p> <p>It will be the responsibility of the traveler who submits their expense report to track personal expenses separately from business expenses associated with such modified travel arrangements (e.g., double room occupancy, meals). It is the responsibility of the Superintendent or designee to verify the business expenses for such situations. If rates, such as airfare, increase due to travel extension, the District will pay the lesser amount.</p> <p><u>Car Rental</u></p> <p>Rental cars should be used when the nature of the trip is such that the use of local transportation, such as hotel shuttles and taxis, is not cost effective or practical. Rental fees will be paid by the traveler and reimbursed by the District.</p> <p>In general, the following additional charges will not be reimbursed:</p> <ul style="list-style-type: none">a. Additional insuranceb. Rental upgradesc. Fuel pre-purchase option or any refueling fee charged by the rental agencyd. GPS device <p>An itemized car rental receipt must be submitted with the expense report for reimbursement.</p> <p><u>References:</u></p> <p>Board Policy – 216</p> | |
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