

# Marysville Joint USD

## Administrative Regulation

### Travel Expenses

AR 3350

### Business and Noninstructional Operations

This version of AR 3350 replaces  
Pages 108-114 in Special Reports.

#### TRAVEL AND CONFERENCE EXPENSE

Reimbursements for travel related expenditures will only be made for expenditures related to conferences, workshops, meetings, etc., as outlined in Board Policy 3350 (*see Appendix A*).

Only necessary and actual expenses of travel by District employees, students and Board members will be paid by the District. All requests for travel expenses and/or reimbursement for District business are expected to be reasonable and take into consideration limited District resources. The employee's immediate supervisor or sponsoring department supervisor is responsible for ensuring that adequate budgeted funds are available and compliant for approved travel and conference expense.

Prohibited Expenses: Any submitted expense which is considered an inappropriate use of public funds. Any submitted expense that is not accompanied by an ORIGINAL receipt (*no credit card statements but printouts of e-mailed receipts are acceptable*). Other examples of prohibited expenses include but are not limited to—Expenses for spouse (or other family member), alcoholic beverages (*any submitted receipt showing the purchase of alcohol will not be paid, employee can re-submit the receipt without the alcohol purchase appearing – tax and tip attributable to alcohol purchase will not be reimbursed*), movies, phone calls, room service fees, non-receipted tips, gifts of any nature, gift cards, parties or social gathering costs, and staff meeting costs held in private homes.

**ALL TRAVEL EXPENSES MUST BE AT THE LOWEST AVAILABLE CONFERENCE OR COMMERCIAL RATES. COSTS TO UPGRADE SHALL BE BORNE BY THE EMPLOYEE/STUDENT/BOARD MEMBER. NO REFUNDABLE RATE OPTIONS ARE PERMITTED.**

Conference Registration: At least four weeks prior to travel, a "Conference Requisition" (*see Appendix B*) must be entered into the District's financial software system and be approved by an immediate supervisor and all required administrative levels (including categorical department approval if applicable).

In addition to the four weeks prior requirement, if early registration rates are available, all conference paperwork must be submitted to the accounting department at least two weeks prior to the close of the early registration rate deadline. The accounting department will submit the conference registration forms to the vendor per the "Conference Requisition" (*see Appendix B*).

If the employee is a teacher, there is the additional requirement that a request for a substitute teacher should be submitted at least four weeks prior to travel.

Transportation: The employee and his/her immediate supervisor should consider the expense of driving vs. purchasing an airline ticket, taking into consideration the time savings of flying, to determine which method of travel should be used. If flying, the employee should let the accounting department know their preference (including flight dates and times) so airline tickets may be purchased far enough in advance to secure the best possible fare. The accounting department will purchase the necessary airline ticket per the "Conference Requisition" (*see Appendix B*).

If the traveling employee is driving a District-owned automobile or renting an automobile paid for by the District, the employee must contact the business office so as to obtain clearance to drive said vehicle.

Mileage: If you use your personal vehicle, approved mileage reports for travel/conference attendance will be paid at the current IRS approved rate (subject to change). Reimbursement for mileage will be based on the distance from the work place to destination, or from home to destination, whichever is less.

ORIGINAL itemized receipts must be submitted for all public transportation (buses, taxis, shuttles, automobile rental, and road/bridge tolls).

The accounting department will make necessary car rental reservations per the "Conference Requisition" (*see Appendix B*).

All mileage reimbursement must be submitted within seven days after returning from travel (*see UPON RETURN FROM TRAVEL below*) and must be accompanied by a print out of directions from an Internet map service. Note that any mileage reimbursement received after end of fiscal year (June 30<sup>th</sup>) will not be reimbursed.

Overnight Accommodations: The employee should make every effort to schedule meetings and related travel times so that overnight accommodations are not needed, or kept to a minimum number of nights. Reservations and/or reimbursement for overnight accommodations will only be made when travel round trip mileage to the conference, meeting, etc. from the District Office is equal to 150 miles or more.

When applicable, reimbursement will not be made for overnight accommodations that exceed the conference approved group rates. The accounting department will make necessary hotel reservations per the "Conference Requisition" (*see Appendix B*).

Meals: Reasonable meal expenses, based upon the travel location, will be reimbursed. State law prohibits reimbursement for alcoholic beverages. If meals are included with conference registration fees, additional reimbursement for meals will not be made to the employee if he/she chooses to go outside the conference for meals. All costs of meals (and meal allowances) include tax and gratuity. Each employee must individually pay for their own meals, receipts for multiple employee meal costs will not be reimbursed.

The District will reimburse the LESSOR of either the allowance rate per meal OR the cost per meal as itemized on ORIGINAL submitted receipts for reimbursement. Employee is responsible for any meal amount exceeding the meal allowance amount. If the employee chooses to skip meals, no reimbursement will be made.

The meal allowances are as follows:

*Local Travel Destination* – Under 150 miles round trip from the District to conference or meeting location, Under 5 hours in duration – Lunch \$17.

*Non-Local Travel Destination* – exceeding 150 miles round trip from the District and/or overnight approved conference – Breakfast \$12, Lunch \$17, and Dinner \$27.

**UPON RETURN FROM TRAVEL – “Employee Reimbursement Form” (see Appendix C)**

1. Within seven days of return from travel, employee must complete an “Employee Reimbursement Form”.
2. Indicate all District prepaid items in the appropriate column on the form, and attach all ORIGINAL itemized receipts that support these prepaid items.
3. Indicate all requested expense reimbursement amounts that were paid by the employee in the appropriate column on the form, and attach all ORIGINAL itemized receipts that support these reimbursement items.
4. For expenditures made by personal credit cards, the original credit card slip must be attached – monthly statements are not accepted.
5. The form requires a signature and date by both the employee and his or her immediate supervisor or sponsoring administrator. Forms submitted without approved signatures will be returned and thereby delay approved reimbursement.

If an employee is unable to pay for non-prepaid travel expenses in advance, they are to contact principal’s secretary to make arrangements with the accounting department. Advance payment must be requested at least six (6) weeks prior to conference attendance. Advances will be subtracted from the total requested amount for reimbursement. Employee will be billed for any advance amount that EXCEEDS the reimbursement total.

**APPENDIX A**  
**MARYSVILLE JOINT UNIFIED SCHOOL DISTRICT**

**Business and Non-instructional Operations**  
**BP 3350**

**TRAVEL EXPENSES**

The Superintendent or designee shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the District.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

*(cf. 4131 – Staff Development)*

*(cf. 4231 – Staff Development)*

*(cf. 4331 – Staff Development)*

Expenses shall be reimbursed within limits approved by the Governing Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel for which reimbursement will be claimed shall have Board approval. Travel expenses not previously budgeted also shall be approved on an individual basis by the Board.

Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

*(cf. 9240 – Board Development)*

*(cf. 9250 – Remuneration, Reimbursement, and Other Benefits)*

*Legal Reference:*

EDUCATION CODE

*44016 Travel expense*

*44032 Travel expense payment*

*44033 Automobile allowance*

*44802 Student teacher's travel expense*

Policy

Approved: *[Agendized 8/12/14]*

Marysville Joint Unified School District

Marysville, California

<b>Appendix B</b>			
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Marysville Joint Unified School District

Administrative Regulation 3350

<b>CONFERENCE REQUISITION</b>						
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<b>REQUISITION Number :</b>								
<b>Participant Name(s) :</b>								
		<b>Estimated Cost</b>						
<b>A.</b>	<b>Registration</b>	<b>Conference Name:</b>		<b>Dates From:</b>		<b>To:</b>		0.00
		<b>Conference Location:</b>						
		<b>Have You Registered?</b> (circle one):		YES	NO	(Attach ORIGINAL Registration Confirmation)		
		<b>Have You Paid the Registered?</b> (circle one):		YES	NO	(Attach ORIGINAL Payment Receipt)		
<b>B.</b>	<b>Lodging</b>	<b>Number of Nights:</b>						0.00
		<b>Number of Rooms:</b>						
		<b>Number of Guests per Room:</b>						
<b>C.</b>	<b>Airfare</b>	<b>Date(s) of Flight(s):</b>				<b>Number of Flights:</b>		0.00
		<b>Requested Flight Schedule?:</b>						
<b>D.</b>	<b>Car Rental</b>	<b>Number of Days:</b>				<b>Number of Passengers (including Driver):</b>		0.00
<b>E.</b>	<b>Parking</b>							
<b>F.</b>	<b>Tolls</b>							
<b>G.</b>	<b>Mileage</b>	<b>Total Estimated Miles:</b>		-	<b>Applicable IRS Rate:</b>		\$ 0.560	0.00
<b>H.</b>	<b>Meals:</b>	<b>Number of Estimated Meals</b>				<b>Meal Allowance</b>		
		<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Breakfast</b>		<b>Lunch</b>	<b>Dinner</b>
		-	-	-	\$ 12.00		\$ 17.00	\$ 27.00
<b>I.</b>	<b>Miscellaneous Item Type:</b>	<b>Description</b>						
<b>TOTAL ESTIMATED COST:</b>								-
<b>Budget Code:</b>								
<b>Purpose / Educational Goal ( including Site Plan Page &amp; Item # ):</b>								

Appendix C												
Marysville Joint Unified School District										Administrative Regulation 3350		
EMPLOYEE REIMBURSEMENT FORM												
<b>ORIGINAL ITEMIZED RECEIPTS MUST ACCOMPANY ALL CLAIMS</b> ( Mileage Claims must include a "mapquest" or similar proof of trip distance )												
Corresponding REQUISITION Number: _____ (if applicable)										Employee Reimbursement	Prepaid District Items	Total Cost
A. Registration	Conference Name:				Dates:				0.00	0.00	0.00	
B. Lodging	Hotel Name:				Number of Nights:				0.00	0.00	0.00	
C. Airfare	Carrier Name:								0.00	0.00	0.00	
D. Car Rental	Vendor Name:				Number of Days:				0.00	0.00	0.00	
E. Parking	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		0.00		
F. Tolls	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00		0.00		
G. Mileage	Total Miles:				-	Applicable IRS Rate: \$ 0.560		0.00		0.00		
H. Meals:	Receipt Cost				Meal Allowance			Per Meal				
	Receipt Date	Breakfast	Lunch	Dinner		Breakfast	Lunch	Dinner				
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
		\$ -	\$ -	\$ -		\$ 12.00	\$ 17.00	\$ 27.00	0.00	0.00		
I. Miscellaneous Item:	Receipt Date	Description										
								0.00		0.00		
								0.00		0.00		
								0.00		0.00		
								0.00		0.00		
								0.00		0.00		
<b>TOTAL Employee Claim:</b>								-	-	-		
Reimbursement claims are to be submitted within <b>7</b> days of the last day of event												
								Less Employee Advance: \$ -				
								Employee Reimbursement Payment: \$ -				
								Budget Code: _____				
Purpose / Educational Goal ( including Site Plan Page & Item # ):												
I hereby certify that the above requested reimbursement items are for official school district business:												
Printed Employee Name						Date: _____		Employee ID#: _____				
Employee Signature						Mailing Address		(REQUIRED FIELD)				
Approving Supervisor/Administrator Signature						Date: _____		Site/Dept. : _____				
								Budget Approval: _____				