



TRAVEL EXPENSE PROCEDURES FOR REIMBURSEMENT

Overview

Mountain Views Supervisory Union (hereinafter MVSU) and Mountain Views School District (hereinafter MVSD) will reimburse staff for reasonable and necessary expenses incurred during approved work-related travel. This applies to all of our employees that need to spend money on work-related travel.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel procedure, then the most conservative course of action should be taken.

All business-related travel paid with MVSU or MVSD funds must comply with company expenditure procedures.

Authorization and Responsibility

Staff travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of a trip, the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his or her own travel or reimbursement. Travel and reimbursement for employees of MVSU or MVSD will be reviewed by the MVSU Central Office team and must be approved by the Superintendent or the Director of Finance. The travel reimbursement form must be signed by the Superintendent for travel over \$1,000, or by the Director of Finance for travel under \$1,000.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal Funds

Travelers should review the Travel Procedure details before spending personal funds for business travel to determine if such expenses are reimbursable. MVSU and MVSD reserve the right to deny reimbursement of travel-related expenses for failure to comply with these procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel procedure. Requests for exceptions to the procedure must be made in writing and approved by the Superintendent or by the Director of Finance. Exceptions related to the Superintendent or the Director of Finance's expenses must be submitted to

the opposite person or to the Chair of the Board of Directors for approval. In most instances, the expected turnaround time for review and approval is five (5) to ten (10) business days.

Travel Expenses

General Information

Authorized business travel for staff that includes prepayments must be pre-approved.

Reimbursement of parking, mileage, gasoline in lieu of mileage and ferry or bus passes do not require receipts if they are under \$10. Receipts for reimbursement of expenses over \$10 are to be submitted on a travel reimbursement form.

Permissible Prepaid Travel Expenses

Before the travel, MVSU or MVSD may issue prepayments for airfare, rail transportation, rental vehicles, conference registration fees and cash advances. Applicable procedures and methods of payments for these prepayments follow:

Airfare. Travelers are expected to obtain the lowest available airfare that reasonably meets business travel needs. Reasonable is defined as either direct flight or one layover which saves more than \$100 in airfare. First class or business class airfare is prohibited unless prior approval from the Superintendent.

Travelers are encouraged to book flights at least 30 days in advance to avoid premium airfare pricing.

Coach class or economy tickets must be purchased for domestic flights with flight time totaling less than five consecutive hours, excluding layovers.

Airfare may be purchased with a credit card and reimbursed through the business office with a request for payment form.

In the event that your total air time is 5+ hours, you may book Economy Plus as long as the cost does not exceed 2x the cost of a main cabin economy ticket. Whenever possible, you should travel with your luggage, but should you be traveling for more than 4 consecutive nights you may expense the cost of one checked bag.

International Travel. Any International travel reimbursement expenses will need to be approved in advance by both the Superintendent and School Board if local funds are being used. If Local funds are used then the Domestic travel guidelines will apply.

Rail Transportation. MVSU or MVSD will prepay rail transportation provided that the cost does not exceed the cost of the least expensive airfare.

Rental Vehicles. MVSU or MVSD will pay for approved use of a rental vehicle. Employees are encouraged to use a ride-sharing (i.e. Uber or Lyft) or taxi service if traveling short distances. Rental vehicles may be used when economical and practical; please select a reasonably sized and priced vehicle given the business needs, always choose the insurance option, and return the vehicle on time and with a full tank of gas.

If you are traveling with a ride-sharing service (especially late at night), it is advisable to share your estimated time of arrival with a coworker.

Mileage Reimbursement for Personal Vehicle Use. Employees using their personal vehicle for work purposes will be reimbursable at the [then current IRS standard mileage rate](#). The mileage reimbursement will be determined as follows:

When a work related trip is required and there is no need to come to the standard work location (i.e. WUHS), then the standard commute of the employee needs to be deducted from the round trip calculation. For example, if the employee normally commutes 100 miles round trip to the standard work location and the required off-site destination is 120 miles, then calculation for reimbursement will be as follows: 120 (off-site destination) - 100 (commute) = 20. In this example, only 20 miles will be eligible for reimbursement for the off-site destination. Exception: If there is a specific reason for the employee to drive to their normal work location (i.e. WUHS) prior to the off-site destination then they may be reimbursed for the entire trip using their normal work location as the starting point destination. This exception must be approved by the Director of Finance & Operations.

Hotels. Hotel costs vary widely depending on the place and time. The expected price for reasonable hotel accommodations ranges between \$100- \$150 per night. We encourage choosing hotels which included breakfast. Above \$150 per night requires prior approval from the Superintendent.

Employees are entitled to book a single room with a private bath per traveler. Lodging should be booked at least two weeks in advance whenever possible. The MVSU or MVSD reimburses total room costs (including all taxes) for lodging. Additional charges for services such as movies, exercise rooms and other like expenditures are considered personal expenses and will not be reimbursed.

Meals & Entertainment. MVSU or MVSD will reimburse the reasonable and actual cost of meals, including gratuities of an average nature, while traveling for business purposes or while conducting business. Total meal expenses for a single employee traveling for business purposes, or while conducting business, must follow CONUS Rates as established by the U.S. General Services Administration. Rates include Taxes & Gratuity. Please visit <https://www.gsa.gov/travel/plan-book/per-diem-rates>, search for your travel destination, and the appropriate Meals and Incidentals CONUS Rates apply.

Conference Registration Fees. Conference registration fees can be prepaid with a credit card or check through the business office with a request for payment form. Business-related banquets or meals that are considered part of the conference can be paid with the registration fees; however, such meals must be deducted from the traveler's per diem allowance. For example, if the conference, which is paid for by the employer, provides both breakfast and lunch then any breakfast or lunch receipts for that conference will NOT be reimbursed to the employee. Furthermore, the per diem food reimbursement for that day would be reduced to \$50 (dinner only). Any exceptions to this requires prior approval from the Superintendent.

Reimbursement Documentation

Requests for reimbursement of travel-related expenses are submitted on a Travel Reimbursement form. This form must be accompanied by supporting documentation. These forms must be submitted to the business office within two weeks after the trip is completed. Any expense reimbursement forms must be submitted by June 1st

of the current fiscal year in which travel expenses were incurred. MVSU or MVSD reserves the right to deny any reimbursement forms submitted after June 1st.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original itemized receipts where required. Reimbursements that may be paid by MVSU or WCMUUSD are shown below:

Airfare. An original itemized airline receipt, an e-ticket receipt/statement, or an internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Rail transportation. An original itemized receipt, original e-ticket receipt/statement, or internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Automobile (personally owned—domestic travel). A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed. Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Automobile (rental—domestic travel). Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

MVSU or MVSD authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

When vehicle rentals are necessary, MVSU and MVSD encourage travelers to purchase collision damage waiver (CDW) and loss damage waiver (LDW) coverage. MVSD will reimburse the cost of CDW and LDW coverage; all other insurance reimbursements will be denied.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Conference registration fees. If the conference fee was not prepaid, MVSU or MVSD will reimburse these fees, including business-related banquets or meals that are part of the conference registration. Original receipts

to support the payment are required. If the conference does not provide a receipt, then a cancelled check, credit card slip/statement or documentation that the amount was paid is required for reimbursement.

A prorated amount for the meals provided must be deducted from the traveler's per diem. See Meals (per diem) for more detail. Entertainment activities such as golf outings and sightseeing tours will not be reimbursed.

Registration fees paid directly by an individual will not be reimbursed until the conference is completed and a certificated of completion is provided.

If the conference was prepaid by MVSU or MVSD, then the employee is required to submit certificate of completion is provided.

Lodging (commercial). The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 60 miles or more from the traveler's home or primary worksite. Exceptions to this restriction may be approved in writing by the Superintendent or by the director of finance.

MVSU or MVSD will reimburse lodging expenses at reasonable rates. As defined:

Parking. Original receipts are required for parking fees (including airport parking) totaling \$25 or more. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Telephone calls. The costs of personal telephone calls are the responsibility of the individual.

Tolls. Original receipts are required for tolls totaling \$10 or more.

Miscellaneous transportation. Original receipts are required for taxi, bus, subway, metro, ferry, and other modes of transportation for each occurrence.

Visa, passport fees, and immunizations. If these items are required for international travel, their reimbursement is left to the discretion of your supervisor. If approved by the designated authority, original itemized receipts are required.

Non-reimbursable Travel Expenses

The following items (but not limited to) that may be associated with business travel will not be reimbursed by MVSU or MVSD:

- Airline club memberships.
- Airline upgrades.
- Business class for domestic flights or first class for all flights.
- Child care, babysitting, house-sitting, or pet-sitting/kennel charges.
- Commuting between home and the primary work location.
- Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.
- Evening or formal wear expenses.
- Haircuts and personal grooming.
- Laundry and dry cleaning.

- Passports, vaccinations, and visas when not required as a specific and necessary condition of the travel assignment.
- Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities, and related incidental costs.
- Travel accident insurance premiums or purchase of additional travel insurance.
- Other expenses not directly related to the business travel.
- Travel for Non-Employees - Additional costs for travel, lodging, meal or other travel expenses for spouses or other family members will not be reimbursed.