TRAVEL AND EXPENSE REIMBURSEMENT

I. General: The District recognizes that its employees and others associated with the District may incur travel and other related expenses in the performance of their duties or responsibilities to the District (“District Travel”). This policy applies to all employees, Board members, and candidates for employment but not to any independent contractors. The policy also applies to volunteers and students who perform substantial and necessary work or services for the District. Individuals who are subject to this policy should exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Excess costs, circuitous routes, luxury accommodations, and services which are unnecessary or unjustified in the performance of official business are not acceptable and should be avoided. Travel and other related expenses may include airfare, mileage when the individual’s own vehicle is utilized, taxi or limousine fare and tip, bus or shuttle fare, subway fare, railroad fare, lodging, registration fees, and other miscellaneous expenses related to District-sponsored travel. Per Diem Meal Reimbursement will be based on the federal M&IE rate for meals and incidental expenses (tips), as published from time to time in IRS Publication 1542 or at www.gsa.gov.

II. Approval for Travel and Expenses: Prior to travel any person who will incur Travel Expenses shall submit appropriate documentation for approval of the incurring of Travel Expenses as follows:

In State Travel: verbal and/or written request to immediate supervisor must be submitted and approved prior to departing campus.

Out-of-State Travel: submit written request for travel to authorized administrator and Superintendent; requires Board approval prior to travel; Superintendent may approve out-of-state travel if it occurs on short notice but must still submit the request to the Board to ratify the approval of such travel.

For purpose of this policy, travel to Sherman/Denison, Dallas/Fort Worth, and Wichita Falls, Texas shall be considered as in-state travel. In considering whether to approve the request, the person designated to approve the request may consider the purpose of the travel, how such travel will benefit the District, its employees, and/or its students, whether other District personnel are attending, the extent to which the person requesting approval has engaged in District Travel during the current fiscal year, the cost of the District Travel, the availability of funds, the length of the trip, and any other information deemed relevant. In approving a travel request, the person designated to approve the request is certifying that the person requesting travel was duly authorized to incur travel and other related expenses in the performance of policy making.
professional, technical, supervisory, or administrative duties or that such expenses were germane to the duties and functions of the District.

III. Reimbursement Requests: Upon completion of authorized travel, persons requesting reimbursement shall submit the appropriate documentation for reimbursement of Travel Expenses within ninety (90) days of completion of authorized travel. Appropriate documentation shall include a completed Travel Reimbursement Claim form which itemizes the various expenses incurred and an itinerary and schedule of official functions attended, if appropriate.

All reimbursement requests shall be submitted to the Superintendent or the Superintendent’s designee and shall include the appropriate Purchase Order Number. Reimbursement requests shall be submitted by June 15 of each fiscal year, unless the Travel Expenses are incurred after June 15, in which case, a request for reimbursement must be submitted no later than June 30 of the fiscal year. Reimbursement may be made from the General Fund, a school activity fund account or sub-account, or, as permitted by law, from such other fund as designated by the Board of Education.

A receipt or other evidence of payment is not required for single miscellaneous expenses such as business related telephone calls, facsimile charges, shuttles to/from airport, or taxi fares which are under $20.00.

IV. Prepaid Expenses: Rather than utilizing a reimbursement process, the District may prepay the following expenses:

1. Airline or rail tickets when the District makes the travel arrangement and when the district owns the tickets;
2. Registration and conference fees if the sponsoring organization is willing to accept a purchase order; and
3. Deposit for lodging if the sponsoring organization is willing to accept a purchase order.

V. Use of Personal Vehicle for Travel: When a District-owned vehicle is not available, an employee or Board member may use his/her own personal vehicle for District-related travel. The District shall reimburse mileage at the current Internal Revenue Service rate allowed plus any charges for tolls and/or parking. The District shall not reimburse any employee or Board member for any traffic violations, either moving or parking. Additionally, no employee may utilize his/her personal vehicle for transporting students for any District-sponsored or related purpose. No student shall be allowed to utilize his/her personal vehicle, any employee-owned vehicle, or any District-owned vehicle to engage in any District-sponsored or related travel.
VI. **Personal Leave in Conjunction with District-Sponsored Travel:** When personal leave or vacation leave is taken in conjunction with an employee’s approved District-sponsored travel, the person must indicate the exact date and time of departure from and/or return to official travel status. An employee shall not be reimbursed for travel and other related expenses incurred during a period of time when the employee is taking personal leave or vacation leave. Individuals shall not be reimbursed for meals and/or lodging expenses incurred more than twenty-four (24) hours before and/or after the object of travel (i.e., the scheduled meeting, workshop, or conference) begins and/or ends unless there is a savings in travel costs related to airfares which exceeds the costs of any extra meals and/or lodging.

VII. **District-owned Credit Cards and Purchase Cards:** District-owned credit cards and purchase cards will be maintained by the Superintendent and/or designee and shall be used for specific purposes of travel - for the District in accordance with the District’s policy and administrative regulations.

**Rewards, points, rebates, or cash-back:** Any rewards, points, discounts, rebates, cashback or similar benefits earned or awarded as a result of purchases from District funds, whether purchased on a District credit or purchase card or on a personal credit card, shall be the property of District. Employees who utilize or receive rewards, points, discounts, rebates, cashback or similar benefits earned or awarded as a result of purchases from District funds for personal benefit will be disciplined up to and including termination.