

### **Travel Allowance**

All personnel of the school district shall be reimbursed for travel expenses incurred for travel authorized by the superintendent/or designee under the policies of the Board of Education. Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses and registration costs. Travel costs for a spouse or anyone other than the district employee shall be a personal expense not reimbursed by the district.

Reimbursement rates shall be based upon the standard mileage rate for business use of an automobile as determined by the Internal Revenue Service at the time of travel.

Administrative personnel may be reimbursed for travel while in the performance of their assigned duties. Other personnel shall be reimbursed for travel from the building or location in which they normally begin their day of service to an assignment in another building or location to deliver student services or for itinerant services. Any travel allowance does not include travel to and from work and home.

Adopted: April 13, 1987  
Revised: December 9, 2013  
Revised: August 8, 2016  
Revised: April 8, 2019

## Travel

### **Travel Within the School District**

1. Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed, and if so, at the Internal Revenue Service standard mileage rate. It is the responsibility of the superintendent or designee to approve travel within the school district by employees. It is the responsibility of the board to review the travel within the school district by the superintendent through the board's audit and approval process.
2. In-District mileage must be submitted on a monthly basis. Any claims for reimbursement received after the required date may be denied.
3. Travel allowances within the district will be provided only after board approval. Employees who are allowed a within district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

### **Travel Outside the School District**

4. Out-of-District travel requests must be approved in advance by filing the **Travel and Personal Expense Claims Request** form with the Office of the Superintendent at least seven (7) calendar days in advance of travel. Failure to secure prior approval may result in denial of travel expense reimbursement.
5. Transportation
  - a. Air travel is preferred when the distance to be covered is greater than that which can be driven in one day. When travel time exceeds one day, but an employee chooses to drive or take another commercial travel mode rather than fly, the maximum reimbursement allowed is the lesser of the mileage reimbursement rate or the cost of tourist class fare or other commercial travel mode. Meals and lodging should not be claimed for the excess days of travel. Reimbursement will only be issued upon completion of the travel and presentation of paid receipts.
  - b. Airfare reimbursement is limited to tourist class, one carry-on, and one checked bag on both the departure and return trip. Reimbursement for actual and necessary expenses will only be issued upon completion of the travel and presentation of itemized, paid receipts for all charges.

- c. Automobile travel is to be by the most direct route. The Google Mileage Chart will be used to verify claimed mileage. Additional mileage beyond the Google mileage figure must be explained.
  - d. If more than one employee is scheduled to attend the same event, the district requires employees to travel together in the same vehicle (minimum of three (3) employees per vehicle) unless prior, written permission from the superintendent's office is issued at least three (3) business days before the travel. A request for written permission may be emailed to Amy Nevins, in the Superintendent's Office at [anevins@dbqschools.org](mailto:anevins@dbqschools.org).
  - e. Automobile mileage will be reimbursed at the standard mileage rate for business use of an automobile as determined by the IRS in effect at the time of travel.
  - f. When an individual chooses to use a rental car instead of their personal car for out of district business travel, the maximum reimbursable amount is the lesser of the actual rental cost plus actual gasoline purchases, or the applicable miles times the allowed mileage reimbursement rate. Rental car must be returned with full gas tank.
  - g. If the car rental period extends beyond the approved business travel dates for the purpose of extending the stay for personal reasons, that portion of the rental cost should be deducted from the claim. Additional expenses incurred due to the extended stay are not reimbursable.
  - h. Personal expenses such as parking fines, speeding tickets, automobile repairs, etc. are not reimbursable.
3. Lodging
- a. Hotel/motel reimbursement will be no higher than the listed maximum lodging rate (prior to taxes) for the destination city on the mileage guidelines sheet available in the Green Business Services Resource Book, or provided by the superintendent's office. Exceptions to the maximum lodging rate would be considered if the meeting/conference brochure recommends the hotel where the meeting/conference is being held. In addition, if the brochure lists overflow hotels they will be considered as well. The Business Office should be contacted prior to booking for approval. A copy of the brochure listing the recommended hotel will need to be provided with your Travel and Personal Expense Claims Request.
  - b. Employees are responsible for requesting the state government rate when staying within the State of Iowa (if available), and may request reimbursement for the single-room rate or portion of the state government (if available), double-room rate, not to exceed the issued maximum allotment. School photo ID will be required at check-in. If accompanied by an individual not authorized for travel by the district, only the rate for single occupancy will be reimbursed. If the room expenses are to be shared with an authorized person or persons, submit a copy of the bill indicating the portion of the expense you paid, and which you are to be reimbursed. If one employee pays the entire bill, only the paying employee shall request

reimbursement. Reimbursement will only be made upon completion of the travel and presentation of an itemized, paid receipt. A video or convenience check-out receipt placed under the hotel room door is not an acceptable receipt if it does not show payment applied and a zero balance. Personal expenses, such as telephone calls, internet access fees, movies, laundry, dry cleaning, books, valet parking in place of self-park, bellhop tips, etc. are not reimbursable.

#### 4. Meals

- a. Meals will be reimbursed at a maximum per day allowance consistent with the current, published IRS guidelines for that city (Publication 1542). The approved daily reimbursement rate for meals purchased in the destination city is noted on the travel guideline document attached to each Travel and Personal Expense Claims Request form. A breakfast meal reimbursement is only allowed following an authorized previous night's stay. For a full day out-of-district travel (when meals are not provided by the hotel or as part of a conference/meeting registration), up to 20% of the maximum per-day meal allowance will be reimbursed for breakfast, 20% for lunch and 60% for dinner. Room service or delivery charges will not be reimbursed. The employee must provide an itemized receipt for any meal charged to a hotel room. Reimbursement for actual and necessary expenses will only be issued upon completion of travel and presentation of legible, itemized, dated, and paid receipts.
- b. The cost of alcoholic beverages will not be reimbursed. When not billed separately, the cost of both the alcoholic beverage and tax must be deducted from the amount reimbursed. No reimbursement will be made for "designer coffee," candy, beverages, bottled water, chips, ice cream, etc. purchased for or between meals, for coffee break or gas stops, as these are considered "snacks," even when purchased in lieu of a meal.
- c. Meal gratuities are included in the daily meal reimbursement allowance and may be claimed by handwriting amount paid on each receipt. Reimbursable gratuities are permissible up to 20% of an allowable expense, with the cost of the meal and tip not to exceed the maximum meal allotment referenced in 4a, above.
- d. When an employee elects to delay their return due to personal business en route, a meal reimbursement should not be claimed. Meals eaten in the Dubuque area will not be reimbursed.
- e. For travel that does not include an overnight stay, no meal reimbursement will be made.

#### 5. Registration

- a. Registration fees will be reimbursed for the actual cost of the conference. Sightseeing tours, excursions, or additional cost options should not be claimed. Reimbursement for actual and necessary expenses will be issued upon completion of travel and presentation of a legible,

dated receipt, copy of canceled check, a dated letter of registration showing the fee paid, or other form of proof of payment and a copy of the conference flyer. If the cost of a conference registration includes one or more meals, no reimbursement will be allowed in lieu of attending the provided meal or meals. Reimbursement for the cost of a banquet meal will not exceed the allotment established in 4a for that meal.

- b. Failure of an employee's full attendance at an event, conference, or training may result in the notification of the employee's supervisor and the superintendent. Reimbursement of the employee's total expenses may be reduced.

6. Other

- a. Airport limousine, shuttle or taxi fees may be claimed for travel between airport / hotel / meeting locations / or a reasonable distance to restaurants when traveling by air. Reimbursement will be made only upon completion of travel and presentation of proper legible, itemized, dated receipts showing the number of passengers in the party, the flat rate charge, additional passenger/package/stop charge, the time of travel, location of pick up and drop off. Gratuities may be claimed by handwriting amount paid on each receipt. Reimbursable gratuities are permissible up to 20% of an allowable expense.

**Use of District-Owned Vehicles**

- 1. Certain district employment positions may require regular and extensive travel. Due to the required duties of these positions, the district may provide certain positions with use of district-owned vehicles. Employees who utilize district-owned vehicles during the course of their job duties are fulfilling the public purpose of meeting the needs of the educational community in an efficient, and time-sensitive manner. District-owned vehicles are purchased and maintained with public money and must be used strictly in accordance with fulfilling a public purpose. These vehicles represent the district in carrying out its educational mission. Therefore, district-owned vehicles will be clearly marked at all times to identify the district.

**Travel and Personal Expense Claims Request Form**

a. **Part No 1 Travel Information**

- a. Purpose, city destination, meeting location and expense code must be provided. Attach a copy of the brochure for the conference, seminar, class, etc. to the form.
- b. Complete total estimated expense section (see 3a below).
- c. Principal or administrator signature and date is required. When form is complete, forward to the Office of the Superintendent for processing.

2. **Part No 2 Prepaid Expenses**

- a. Registration prepayment or purchase order requests **must** include a copy of the registration form showing payment address.

- b. Superintendent/designee authorization is required prior to issuing district purchase order or check.
  - c. A request for a lodging purchase order must provide the name in which the reservation was made, the reservation confirmation number, the hotel cancellation policy (cancel by 4 p.m. night of arrival, 24 hour notice, etc.), and the fax number where the purchase order may be faxed. It is the employee's responsibility to confirm that the hotel will accept a public school district purchase order.
3. **Part No 3 Estimated and Actual Expense Summary**
- a. At least seven (7) business days prior to travel, complete estimated expense section including all expenditures for travel (lodging, meals, parking, shuttle expenses, registration, etc.), including expenses to be paid by purchase order or P-card. Submit form to building principal or district for administrator approval.
  - b. Upon return from travel, the ACTUAL EXPENSE section should be completed and signed. The employee's signature certifies that the reimbursement request is for actual and allowed expenses in accordance with the provisions of Part A of these guidelines, which are not eligible for reimbursement from other sources. For reimbursement, attach all itemized, paid receipts, sign the STAFF MEMBER signature line under the "I CERTIFY THAT THE EXPENSES OUTLINED IN THE ACTUAL EXPENSES COLUMN WERE INCURRED DURING THIS AUTHORIZED TRAVEL" statement, date and submit to the Office of the Superintendent at the Forum. Forms not returned within 60 days of travel will be voided. (Exception: When travel occurs in May or June, claim must be filed immediately upon the completion of the travel.)
4. **Other**
- a. If the event is canceled or the travel not completed, indicate the reason on the original **Travel and Personal Expense Claims Request** form and return to the Office of the Superintendent.
  - b. If travel is rescheduled, advise the Office of the Superintendent and change the travel dates on the original Travel and Personal Expense Claims Request form. Proceed with submittal as outlined in 3b above.