

CHURCHILL COUNTY SCHOOL DISTRICT POLICY

TRAVEL FOR DISTRICT EMPLOYEES

All travel will be pre-approved by the **Principal, Director or Superintendent**.

Per diem allowance for employees required to travel **outside** the District shall be at the current daily rate specified by the United States General Services Administration (GSA) for the location of the travel.

It shall be the responsibility of the person performing the travel to identify accurately and completely, on forms provided by the Business Office, all information requested for reimbursement of travel expense.

Travel will be in school-owned vehicles when possible. Mileage for privately owned vehicles will be paid at the standard mileage rate set by the United States Internal Revenue Service (IRS). Travel by public carrier will be reimbursed on the basis of ticket cost.

A. All Travel

1. Payment of per diem and travel expenses will be made for authorized travel only.
2. Travel expenses will be paid with an approved travel reimbursement claim form and conference registration fees will be paid with an approved purchase order.
3. Transportation must be by the most economical means, considering total cost, time spent in transit and the availability of district vehicles.
4. Receipts are required for registration fees, lodging, and all transportation expenses (including, commercial parking, air fare, taxis, car rental, etc). Personal telephone calls or other personal expenditures are not allowable.
5. All meals will be reimbursed at the standard GSA per diem rate for the location.
6. Breakfast claims are allowed if travel begins before 7:00 AM.
Lunch claims are allowed if travel begins before 11:00 AM or ends after 1:00 PM.
Dinner claims are allowed if travel begins before 5:00 PM or ends after 7:00 PM.
7. When employees receive meals in flight as part of the airfare or when provided by registration fees, no reimbursement is allowed.
8. An individual may elect to be reimbursed the full cost of the meals. If elected, receipts must be submitted for all meal reimbursements.

B. Overnight Travel

1. Persons on overnight travel status are allowed up to GSA standard lodging rates for the location unless otherwise approved by the Principal, Site Administrator or Superintendent.

C. Private Vehicles

1. Use of Private Vehicles for District Convenience:
 - a. The allowance for travel by private vehicle is at the current IRS rate per mile traveled in the transaction of district business when there are no district vehicles available and is approved in advance of the travel by the Director of Transportation.
2. Use of Private Vehicles for Employee's Convenience:
 - a. The allowance for travel is at one-half the current IRS rate per mile traveled if a private conveyance is used for reason of personal convenience in the transaction of school district business.

ADOPTED: 1/16/04

REVIEWED:

REVISED: 10/10/07, 1/01/08, 7/1/08, 1/26/10, 6/29/11, 2/16/16

REVIEW RESPONSIBILITY: Director of Business Services