

Cape Girardeau Public School District No. 63

TRAVEL

Adopted: July 2009

INTRODUCTION:

The school district reimburses business travel expenses based on IRS guidelines for an accountable plan, which allows for reimbursement for authorized business expenses with no effect on compensation. Travel of District employees is allowable for business purposes only; and requires authorization prior to expenses being incurred for reimbursement. The employee's supervisor is responsible for authorizing all travel cash advances and expenses, as well as the budget administrator. Employees may not authorize or approve expense reimbursements for themselves or those they report to. Travel cash advance and reimbursement authorization of the Superintendent will be reviewed by the Board Treasurer for approval.

PROCEDURE:

Car Rental/Mileage

The school district currently receives state contract rates through Enterprise Car Rental for the rental of vehicles for District travel. Employees should plan to rental a vehicle to travel over a 150 miles. Standard size vehicles should be requested when reserving vehicle. Larger vehicles may be rented for group travel only. When renting a car, employees should **not** request the damage waiver or personal accident insurance. The district carries insurance for this purpose.

Employees electing to use their personal vehicle for business travel will be reimbursed the lesser of mileage at a rate of \$0.45 per mile or the cost of what a rental vehicle would have been. The rental vehicle cost can be calculated on Enterprise's web site at www.enterprise.com/car_rental/mileageCalculator or www.enterprise.com, Business Rentals, Rental vs. Mileage Calculator.

Parking Fees

Employees using their personal vehicle for business travel will not be reimbursed airport parking fees if the cost of a rental car is more cost-effective than use of personal vehicle. Please see the Car Rental/Mileage section for instructions on how to calculate the most cost-effective method of travel. Hotel parking fees for rental vehicles are reimbursable by the District.

Per Diem & Non Per Diem Meals

To qualify for reimbursement of meal expenses, employees must be temporarily away for his/her place of business. To qualify as “away from business: the employee must (1) be away substantially longer than an ordinary day’s work, and (2) must need sleep or rest to meet the demands of work while away from home. In consideration thereof, meal expenses are eligible for reimbursement as follows:

1. TRAVEL WITH OVERNIGHT STAY: Whenever business travel includes an overnight stay, meals incurred en-route (days of departure and arrival) and full days away are reimbursable at the per diem rates.
2. SAME DAY TRAVEL: Travel that does not involve an overnight stay is considered same day travel. Meals are reimbursable at the per diem rates for same day travel only if the traveler meets the following criteria:

MEAL	ELIGIBILITY CRITERIA
Breakfast	Depart before 6:30 am and workday exceeds 12 hours, including meal time
Lunch	Workday exceeds 12 hours, including meal time
Dinner	Return after 7:00 pm and workday exceeds 12 hours, including meal time

3. PER DIEM: Meals reimbursed at a daily per diem rate of \$28 each day, break down as follows:

Breakfast	\$6
Lunch	\$7
Dinner	\$15

Receipts are not required for per diem reimbursement.

4. NON PER DIEM REIMBURSEMENT: Reimbursement of the actual cost of meals may be requested with the original itemized receipt of each meal. Submission of receipts will result in a reimbursement of actual expense up to per diem rate. Explanation of an amount greater than per diem rate is required for reimbursement beyond per diem. Please note on the reimbursement request form if the meal was provided for a group.
5. ADMINISTRATIVE SUPERVISION OF AWAY GAMES: Employees traveling to provide administrative supervision at away athletic games will be reimbursed for meals only if the destination is greater than 30 miles one way.

Reimbursements may only be requested when meals are not provided.

Travel Cash Advance

1. Cash advances for travel purposes may be requested by completing a Travel Cash Advance (TA) form. Advances will be issued for 100% of the anticipated out-of-pocket expenditures for requests of \$150 or less. Advances will be issued for up to 75% of the anticipated out-of-pocket travel expenses for requests of more than \$150. Employees funding group travel may request 100% of anticipated out-of-pocket expenses and are responsible for reporting and repayment of any unused advance. Group is defined as one person responsible for covering total travel expenditures for entire group.
2. The Travel Cash Advance form must be completed and signed by the employee, supervisor, and if different, budget administrator. Completed and signed form should be submitted to Accounts Payable at least five working days prior to travel for processing. Advance checks will be processed in the next available check run.

Travel Expense Reimbursement

1. Upon completion of business travel, a Travel Expense Reimbursement form should be completed. Original receipts of all out-of-pocket expenses and a copy of the conference/meeting agenda should be attached. The form should be signed by the employee, supervisor, and if different, budget administrator. Travel expenses being reimbursed by federal programs or grant funds should be signed by the Grant Coordinator. Completed and signed form should be submitted to Accounts Payable and will be reimbursed within ten working days upon receipt.
2. Travel Expense Reimbursements should be completed for all travel, including travel in which a 100% travel advance was received. A copy of the agenda for the conference/meeting should be attached. Travel expense reimbursement forms must be completed, signed, and submitted within 30 days after the end of the trip on which the expenses are paid and incurred. Any excess advance of travel expenses must be returned with the reimbursement form. Failure to comply may result in any excess advances being deducted from payroll earnings.
3. Lodging arrangements should be placed on the purchase card when possible. If lodging charges exceed the purchase card daily transaction limit, a purchase order should be sent to Accounts Payable prior to travel. A check will be issued to the hotel that the employee can present upon check-in. A receipted, itemized statement provided by the lodging establishment should be submitted to the building Administrative Assistant upon immediate return from the trip to ensure timely payment of purchase card expenses.
4. A purchase order should be submitted for conference/meeting registration fees; and an invoice received for payment of fees prior to travel dates. If this is not feasible, the purchase card should be used; and detailed receipt of fees submitted

to the building Administrative Assistant for timely payment of purchase card expenses.