

All Personnel

BP 4133(a)

4233

4333

TRAVEL EXPENSES

The Governing Board shall pay for actual and necessary expenses, including travel, mileage, airfare, lodging, meals, conference fees, etc., incurred by any employee performing authorized services for the district. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish delineating policies and procedures for the submission and verification of expense claims.

Reimbursement for meal expenses shall be based upon actual and necessary meal costs not to exceed the Board approved meal limitations. The limitations shall be those specified by the Internal Revenue Service in Publication 1542. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation prescribed herein, only the actual amount may be claimed. Gratuities may be paid if the total payment of the meal and gratuity do not exceed the limit for the reimbursement, and should in no case exceed 20% of the cost of the meal. If the trip begins after noon, or ends before noon, the limitation is to be one-half the amount prescribed herein.

If meal reimbursement claims do not exceed the limitations prescribed herein, no receipt shall be required. If meal reimbursement claims are in excess of those limits prescribed herein, all receipts must be submitted, and the employee must be prepared to substantiate the overages before the Board.

Authorized travel involving the use of an employee's personal vehicle shall be reimbursed for mileage at the rate established by the Internal Revenue Service in Publication 15-B, Cents-Per-Mile rule.

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TRAVEL EXPENSES (continued)

All out-of-state travel must have Board approval. Travel expenses not previously budgeted also must be approved on an individual basis by the Board.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees in staff development projects

Policy
adopted: June 24, 1997
Revised: February 13, 2001
Revised: May 21, 2002

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California

TRAVEL EXPENSES

The Superintendent or designee may approve an employee request to attend meetings in accordance with the adopted budget. The District shall pay for actual and necessary expenses incurred by any employee performing authorized services for the District.

Prior to Travel

1. Prior to travel, a Request to Attend Conference form should be properly completed. The Estimated Costs column and Request/Approval to Attend Conference signature sections of the request form should be completed. A copy of the form is to be submitted to the Finance Department.
2. Separate requisition forms are required for registration, lodging, transportation, or other costs that are to be pre-paid and should be submitted to the Purchasing Department with a copy of the signed Request to Attend Conference form.
3. District Impact Credit Cards may also be utilized to pre-pay registration, lodging, transportation, or other expenses in lieu of requisitions. A copy of the Request to Attend Conference form should be maintained and submitted when District Impact Credit Card statements are being processed. If the funding source for the travel is from a categorical budget, authorization from the Compensatory Education Department must be obtained prior to placing the charge on the District Impact Card. Compensatory Education authorization is to be documented on the Request to Attend Conference form.

Upon Return

1. Upon return, the traveler is to complete the Actual Costs column of the original Request to Attend Conference form. The original with signatures is to be submitted to the Finance Department, along with all receipts for travel, lodging, parking, and toll fees. If meal expenses, including gratuity, do not exceed the meal limits established by BP 4133, 4233, and 4333, in accordance with IRS Publication 1542, no receipts are required for meal reimbursement. Currently, IRS meal limits range between \$30.00 and \$46.00 per day, depending on location. If meal expenses exceed Board limits, all receipts and justification for the overage are to be attached. If Actual Costs are greater than Estimated Costs in any expense category, the form must include an authorized signature in the Request for Reimbursement section.

Special Circumstances

1. If the timing or location of the event is such that requires the employee to travel the day prior to the event, it is the policy of the Board to reimburse the employee for lodging and one-half the meal limit rate described herein, if travel begins after noon, or the full rate if the trip begins before noon.

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TRAVEL EXPENSES (continued)

2. Costs incurred that will not be reimbursed by the District include alcoholic beverages, recreation fees, dry cleaning, auto repairs, gifts, etc., and all expenses related to an employee bringing guests along on the trip. These expenses shall not be considered necessary and will not be reimbursed.
3. Personal credit cards may be used for travel; however, finance charges incurred will not be reimbursed.

Regulation
approved: April 25, 2002

VISALIA UNIFIED SCHOOL DISTRICT
Visalia, California