

Alpine County & USD

Administrative Regulation

Travel; Reimbursement Of Authorized District And County Expenses

AR 4133

Personnel

1. Reimbursement

Prior approval and expense documentation is necessary for reimbursement of district/county funds for expenses incurred during conferences, conventions or workshop attendance.

An employee may be reimbursed for all conference or work-related travel expenses for which receipts are submitted (meals at IRS per diem rate). Charges for entertainment, guests, or other expenses not related to the professional necessity of conference attendance or working trip will not be reimbursed. Receipts shall be labeled with the date, the purpose, and all employees involved in the travel activity. Claims for reimbursement submitted more than 60 days from the time of the expense may only be reimbursed upon special approval by the Governing Board.

2. Meals

Meals will be reimbursed at a per diem IRS rate.

A per diem reimbursement for meals according to IRS guidelines must follow the rates as listed below:

\$56 Per day

Breakfast \$10

Lunch \$15

Dinner \$31

In the IRS geographical exception areas, such as San Diego, Los Angeles, Monterey, Santa Rosa, Santa Monica, San Francisco Bay Area, Mammoth, Mariposa County, and Washington D.C., the IRS per diem rate per day is listed below:

\$66 Per day

Breakfast \$12

Lunch \$18

Dinner \$36

No receipt shall be required for per diem meals.

Travel to and return from district-related activity must begin prior to 7:00 a.m. and/or end after 6:00 p.m. in order to request reimbursement for breakfast or dinner. In order to receive lunch reimbursement, travel must begin prior to 11:00 a.m. or end after 1:00 p.m.

Meals at events or working meals may be reimbursed at the amount incurred if actual detailed receipts are submitted. Alcoholic beverages will not be reimbursed. Questionable expenses will be referred to the Superintendent and/or Board for review.

3. Lodging

Employees will attempt to secure lodging at the most reasonable rates whenever possible. If a spouse or family member is in attendance, reimbursement shall not exceed the rate for single occupancy lodging.

4. Travel

Travel will be reimbursed at the current mileage rate established by the Internal Revenue Service.

5. Communications

Only those communication charges necessary to district business (i.e., internet use, phone charges, etc.) and daily communication with an employee's home shall be reimbursed.

When two or more persons attend a conference or meeting, and a private car is used, mileage will be reimbursed for one car unless the use of more vehicles is in the best interest of the district.

6. Credit Card

Use of the district credit card shall be governed by the district "Purchasing Card Policies and Procedures." Credit cards issued for business purposes will be returned to the business office within two business days following the use of the card.

7. Other

Any other meals, lodging or travel charges incurred by the employees while conducting district business may be reimbursed according to the schedule of payment described in this policy. Incidental charges (parking, tolls, luggage storage, etc.) shall be limited to \$15 a day without receipts (receipts preferred).

8. Certification

The claimant shall certify by signature that all amounts claimed were actual and necessary. No future cash advance or credit card will be issued until all previous business

receipts are filed with the business office. Claims submitted more than 60 days after the expense is incurred may only be reimbursed upon special approval by the Board prior to being paid.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

40333 Automobile allowance

44576 Remuneration of trainees (employees in staff development projects)

Regulation ALPINE COUNTY UNIFIED SCHOOL DISTRICT
approved: April 13, 2010 Markleeville, California