

Travel Expenses

BP 3350

Business and Noninstructional Operations

The Governing Board shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district.

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims. He/she may authorize an advance of funds to cover necessary expenses.

The Board may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties.

Authorized employees may use district credit cards while attending to district business. Under no circumstances may personal expenses be charged on district credit cards.

(cf. 9240 - Board Development)

(cf. 9250 - Remuneration, Reimbursement, and Other Benefits)

Legal Reference:

EDUCATION CODE

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Policy
adopted:

WHEATLAND SCHOOL DISTRICT
Wheatland, California

Travel Expenses

AR 3350

Business and Noninstructional Operations

Conference or School Business Trip Procedures

Reimbursement will be made for certain expenditures connected with conferences or business trips with approval of the appropriate building principal or program manager and if the necessary funds are available in the program budget. In order to provide proof of expenditures to the auditor, the following will be necessary:

Transportation

1. Contact the Director of Transportation to determine whether district transportation is available.
2. When using district vehicles, a transportation request shall be completed and submitted to the Transportation Department at least three days prior to the trip. The request must have a budget classification number assigned.
3. If gas credit cards are to be used, requests shall be made three days ahead of departure.
4. Complete the trip sheet that is provided by the Transportation Department. Leave the keys and/or credit cards at the Transportation Department upon return.
5. When permission is granted for use of a private automobile, reimbursement will be on the basis of the allowable IRS rate. Claims shall be submitted through the district "Expense and Reimbursement" request form.
6. Commercial common carrier may be arranged for and paid for by purchase order or paid for by the individual and reimbursed through the "Cash Advance Request" form with valid receipts.
7. Rental cars must be pre-authorized by the Superintendent or Deputy Superintendent. They may be prearranged by purchase order or paid for by the individual and reimbursed through the "Cash Advance Request" form with valid receipts.

Lodging

Lodging may be paid for by purchase order when acceptable by the motel/hotel or paid for by the individual and reimbursed through the "Cash Advance Request" form with valid receipts.

If more than one person stays in the room including individuals not affiliated with the specific business of the district necessitating the stay, the person on district business will pay the difference, if any, between a single and double room rate.

Meals

Meals that are not paid for as part of a conference registration, will be reimbursed as follows:

See District Reimbursement Sheet

Miscellaneous

Registration, parking, etc., are reimbursable through the "Cash Advance and Reimbursement Request" form when supported by valid receipts.

Taxi fees, bridge tolls, etc., are reimbursable through the "Cash Advance and Reimbursement Request" form if funds are available. Receipts may be requested if the fee or toll is over one dollar.

Cash Advance and Reimbursement Request

The "Cash Advance and Reimbursement Request" form (available through the Business Office) may be used for securing an advance and also used for reconciliation and expense reimbursement. Forms should be submitted in triplicate to the Business Office with all supporting documents attached, an approval signature from the building principal or program manager, and a budget code assigned. Reimbursement requests or expense reconciliations must be submitted within 10 working days following return to the district.

Policy
adopted:

WHEATLAND SCHOOL DISTRICT
Wheatland, California