

# Travel Reimbursement Guide

(Rev. 7/16)

In accordance with Board Policy DLCA Travel Expenses, the District shall attempt to reimburse employees and Board members for travel and related expenses incurred in connection with District business in such a manner that the individual will not suffer, nor gain, financially as a result of such travel or expense.

**Plan in advance.** Please allow adequate time to register for events and make hotel/airline reservations. If more than one person is going to the same event, please assign one individual to handle all paperwork.

Show on all forms 1) event dates, 2) event name, 3) event location (city/state), and 4) individuals attending.

The first task to be completed by an employee is the Travel Outside KC Metro Form 1132. The employee's supervisor shall approve requests for release time and the cost center manager who is paying for the event shall approve the charges for the event. All out-of-state travel for professional development (non-student travel) requires the approval of the superintendent.

Tips for non-meal services are a personal choice and will not be reimbursed; this includes but is not limited to bell hops, luggage handlers, etc.

Reimbursement shall be made after attending the event. The requester shall be responsible for submitting the request for reimbursement within 30 calendar days of the event. All expenses related to the event shall be paid for from the correct fiscal year, which runs July 1 – June 30.

*Employee reimbursements are paid out once a month on the last business day before the 14<sup>th</sup>. The approved expense report and PR shall be in the Purchasing office prior to the 7<sup>th</sup> day of the month.*

Please review the following list before the trip. Note the Accounts Payable cut-off date for checks is one week before a check write. Requests for checks must be received in the Purchasing office in sufficient time so that processing, including cost center manager approval in work flow, can take place before to the deadline.

**Event Registration:** Input a purchase requisition. Send a copy of the purchase requisition to the Purchasing Office with a copy of the event registration form. If a purchase order is not accepted by the event sponsor, then complete a purchase requisition (check request) and forward to the Purchasing Office with two copies (one approved for payment) of the registration form listing all fees. Events that require online registration, submit a credit card use request with a copy of the registration information.

**Hotel Reservations:** Most conferences/events have discounted blocks of rooms at designated hotels. The District's preference is to issue a purchase order for direct billing, second choice is writing a District check for a confirmed reservation, third choice is payment by District credit card.

See the Administrative Procedures for Purchasing for details. Lodging is paid for days attending the event plus allowable travel time. **Do not leave additional expenses charged to the room, i.e. room service, movies, snacks, spa, Internet fees.** Additional fees shall be the responsibility of the traveler. Upon check out the traveler shall obtain a detailed paid receipt (except direct billing) and send it to the appropriate department upon return.

**Air Travel:** Seek the lowest fare possible. Submit a District Credit Card use request for the purchase of the ticket. If an employee chooses ground transportation over air transportation but the cost of the airline ticket would have been less, the reimbursement will be based on the cost of the airline ticket.

**Meals:** Employees are reimbursed based on a daily meal amount for official business travel. The employee is paid a predetermined amount for each meal purchased while he/she attends a conference; a travel day preceding and following a conference is allowed if needed. Any extended stay would be at the traveler's expense. Receipts are not required to receive the standard meal reimbursement. The employee shall provide an agenda for the event indicating meals that were not provided. The meal amounts will be established by the superintendent or designee based on the IRS Meal Per Diem (Daily amount \$50, meal amounts \$13 breakfast, \$14 lunch, and \$23 dinner). Employees traveling to cities identified as high cost by the IRS may be reimbursed up to the IRS meal rate for that city. The employee shall submit itemized receipts for the high cost city for reimbursement. Board members will be reimbursed based on actual meal expense up to the IRS meal per diem rate and provide itemized receipts.

**In-District Personal Vehicle:** Mileage will be reimbursed at the IRS rate (currently \$0.58 per mile). Include any mileage to be reimbursed on an "Expense Report" form. Staff members shall use the electronic Travel Log when submitting travel within the district. Access the Travel Log at: [travellog.nkschools.org](http://travellog.nkschools.org). In cases, where travel may involve going from city to city, mileage is always claimed from your work site not from home. In some instances, this will be less mileage, and in other cases more mileage, depending on the destination. However, IRS rules and political subdivisions of the State prevent any reimbursement of "from home to work" or visa versa. When traveling by air the District will pay mileage from your work location to the airport. The district will reimburse employees for long term parking up to \$10.00 per day with an original paid receipt.

District staff receiving a stipend for local travel shall only be reimbursed for mileage beyond the Kansas City Metro.

**Out of District Personal Vehicle:** When submitting mileage requests for travel outside of the district using your personal vehicle, you will use the Travel Expense and Reimbursement report that is located on the Purchasing page of the district website. Mileage is always claimed from your worksite, not from home.

**Taxi/Shuttle:** Taxi and shuttle expenses may be reimbursed with an itemized receipt for the travel and up to 20% gratuity. One person may pay for a group/shared ride and be reimbursed for the expense.

**Unallowable Expenses:** Alcoholic beverages and entertainment, fines, traffic tickets, gifts, phone calls and other items for personal use, and expenses incurred by an accompanying guest/companion. Tips for non-meal services are a personal choice and will not be reimbursed; this includes but is not limited to bell hops, luggage handlers, etc.

**Expense Reimbursement:** Employees and Board members shall complete the Travel Expense Report upon returning from the conference/event. The report is an electronic document found on the district website, TBA.

The Excel document is to be used for Expense Reimbursement, Travel Expense, and Travel Expense – High Cost Location. Complete the form, print it, attach applicable receipts, and submit to department or school responsible for the travel expense for approval and entry into Bplus.

**Agenda:** An agenda for the event is required to process meal reimbursements. The agenda must indicate any meals provided as a part of the conference so the requester can be reimbursed for meals that are not included. If an agenda is not available, the requester's supervisor familiar with the event may submit a memo stating what meals were and were not included as a part of the event.

**Receipts:** When processing any reimbursement, the receipts, if not the size of a full sheet of paper, shall be taped to a full sheet (8 ½ x 11) of paper.

- Care should be taken to not tape over information on the receipt, this may make it unreadable and unable to be processed.
- DO NOT use a highlighter on receipts, this damages the information and makes them unable to be used.
- If multiple receipts, they should be organized by date of expense.
- If for meals, they should be in meal order and only one day's meals per page.

Rates for mileage, meals, and parking are established each fiscal year by the Superintendent's Cabinet using rates established by Internal Revenue Service (IRS) and Government Services Administration (GSA).