

1 REVISION  
2 First Reading  
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4 Joint School District No. 2, Meridian

5 BUSINESS OPERATIONS  
6

7 Series 800  
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10 Policy Title Business Travel

Code No. 802.52

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13 The use of a personal vehicle for authorized business travel will be reimbursed at the  
14 mileage rate used by the State of Idaho.

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16 All travel within the Treasure Valley requires the approval of the employee's immediate  
17 supervisor and the district administration in order for the employee to be reimbursed for  
18 expenses.

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20 All travel outside the Treasure Valley requires the approval of the employee's immediate  
21 supervisor, the district administration and the board of trustees in order for the employee  
22 to be reimbursed for expenses.

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24 PROCEDURES

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26 A. In-District Mileage Reimbursement

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28 1. Employees who use a personal vehicle for official school business are  
29 authorized to claim mileage reimbursement. All claims will be submitted  
30 on the district "Mileage Record" claim form.  
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32 2. Each employee will keep accurate records which will include:  
33 a. Dates  
34 b. Destination  
35 c. Total miles  
36  
37 3. Claims for travel reimbursement will be submitted to accounts payable on  
38 the last day of each month. Claims will be processed in the same manner  
39 as monthly bills and invoices.  
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41 B. Travel Inside the Treasure Valley

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43 1. Travel inside the Treasure Valley **requires** prior supervisory approval. If  
44 there are expenses for registration, meals, mileage or other  
45 miscellaneous costs, the employee must submit a completed travel  
46 itinerary ~~(see Section D - Travel Itinerary)~~. **IF YOU ONLY NEED**  
47 **REGISTRATION, YOU MAY ATTACH A DISTRICT CHECK REQUEST**  
48 **WITH A COPY OF YOUR REGISTRATION AND WE WILL MAKE THE**  
49 **PAYMENT DIRECTLY TO THE VENDOR.**  
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51 2. ~~All employees will also submit a leave request which will be used to~~  
52 ~~record their absence for that day.~~

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54 C. Travel Outside the Treasure Valley

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1. Travel outside of the Treasure Valley **requires** prior supervisory **and** board approval. If there are expenses for registration, meals, mileage or other miscellaneous costs, the employee must submit a completed travel itinerary (~~see Section D – Travel Itinerary~~). **IF YOU ONLY NEED REGISTRATION, YOU MAY ATTACH A DISTRICT CHECK REQUEST WITH A COPY OF YOUR REGISTRATION AND WE WILL MAKE THE PAYMENT DIRECTLY TO THE VENDOR.**
2. ~~All employees will also submit a leave request which will be used to record their absence for that day.~~
3. ~~The district office will submit a "Summary of Leave Requests" report for board approval at each board meeting. It will show travel, travel costs and leave requests.~~

4. Employees approved for travel reimbursement may receive a per diem allowance for meals as follows:

	<u>In-State</u>	<u>Out-of-State</u>
BREAKFAST (Must leave home before 6:00 a.m.)	\$ <del>7.00</del> <b>8.00</b>	\$ <del>8.50</del> <b>10.00</b>
LUNCH (Must return to work after 2:00 p.m.)	\$10.00	\$ <del>14.50</del> <b>15.00</b>
DINNER (Must return home after 7:00 p.m.)	\$ <del>15.00</del> <b>17.00</b>	\$ <del>18.00</del> <b>22.00</b>
	\$ <del>32.00</del> <b>35.00</b>	\$ <del>41.50</del> <b>47.00</b>
TOTAL DAILY REIMB.		

5. ~~Employees who do not follow the above procedures may be charged for leave without pay, and all reimbursement costs may be disallowed.~~

D. Travel Itinerary

1. ~~The travel itinerary must have the following data:~~ **When completing the travel itinerary make sure to:**
  - a. ~~Date and time of departure~~ Complete **ALL** of the information in the top box except for the shaded area.
  - b. ~~Date and time of return~~ Complete **ALL** of the information in the left part of the form titled **"EXPENSES REQUESTED FOR TRAVEL"** except for the shaded areas. The amount that you fill in should be as accurate as possible because you may not be reimbursed if you exceed the approved amount.
  - c. ~~Destination~~ Read the bolded statements on the form. Be sure to follow procedures.
  - d. ~~Name of motel or hotel~~ Submit a letter explaining your trip, attach all copies of your itinerary to the letter, and forward them to your supervisor for approval.

- 109 e. ~~Total lodging costs (including tax)~~ When everything has been  
 110 approved, the accounting department will send you a check for  
 111 85% of the approved amount so you can make all of your own  
 112 travel arrangements. This includes, but is not limited to,  
 113 purchasing airline tickets, paying for registrations and arranging  
 114 your hotel accommodations. Along with the check you will receive  
 115 two copies of the itinerary, the pink is for your final claim and the  
 116 goldenrod is your personal copy.
- 117 f. ~~Allowable meal per diem~~  
 118 g. ~~Mode of transportation~~  
 119 h. ~~Other related costs (i.e., registrations, taxi service, parking fees)~~  
 120 i. ~~Signature of the person traveling~~  
 121 j. ~~Signature of the immediate supervisor~~  
 122 k. ~~Signature of district administrator~~

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 124 2. When you return from your trip:

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 126 a. On the pink copy of the itinerary complete **ALL** of the necessary  
 127 information in the box titled "**ACTUAL EXPENSES FOR**  
 128 **TRAVEL**" except the shaded areas.  
 129 b. Make sure you attach receipts for all expenses, **except meals**. If  
 130 you do not have receipts you will not be reimbursed.  
 131 c. If you exceed your approved amount, be aware that you may not  
 132 be reimbursed for that overage.  
 133 d. Make sure you sign and date the pink form when you make your  
 134 final claim.

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 136 E. ~~Travel Reimbursement~~

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 138 1. ~~Once the travel is approved, the district may pay in advance for the~~  
 139 ~~following expenses:~~
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 141 a. ~~Lodging - a check will be written directly to the hotel or motel~~  
 142 b. ~~Air Fare - may be charged directly to Global Travel or receipt of~~  
 143 ~~payment may be submitted for reimbursement~~  
 144 c. ~~Registration - will be paid directly to the appropriate organization~~
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 146 2. ~~All advance requests will be submitted to accounts payable on a check~~  
 147 ~~request form.~~
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 149 3. ~~Upon returning from the trip, all unreimbursed expenses will be submitted~~  
 150 ~~to accounts payable with applicable receipts attached to a check request~~  
 151 ~~form.~~

152  
 153  
 154 Date of Revision:  
 155 4/26/05

Legal Reference: Code of Idaho  
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