

428 STAFF TRAVEL

I. PURPOSE

The philosophy of School District No. 23, hereinafter District, is to provide for staff travel as deemed necessary and appropriate in accordance with Federal, State, and local regulations, policies, and IRS requirements.

II. GENERAL PROCEDURES

This policy applies to all staff on the payroll of District #23 and those individuals authorized by school board action to be compensated for mileage or other travel costs in the conduct of school district business.

Prior approval (authorization) must be granted in writing (electronic time off request, activity / facility/transportation request form, or other means) by the individual's supervisor and the superintendent or designee prior to the actual incurrence of expenses and shall be subject to funds allocated for these purposes in the budget. Exceptions will be made to this condition providing the travel request bears written approval by the superintendent.

Each claim for expenses for travel shall be certified by the claimant's signature that the expense is just and correct and that no part has been paid by District #23.

The supervisor's or other appointed authority's signature on the claimant's expense report for payment for such expenses will be considered evidence of approval of each expense item.

Travel advances may be authorized by the superintendent or Business Manager from the Contingency Fund. Advances will be allowed for the full cost of lodging and commercial transportation. District #23 personnel shall submit supportive documentation for reimbursement of allowance for hotel/motel accommodations and commercial transportation. There will be no advances for mileage or meals.

Receipts will be required for certain expenses to be reimbursed. These include receipts for parking fees, meals, car rental, and incidentals incurred while performing the duties for the school. Costs for bus, or taxi, do not require a receipt, but must be documented on the expense report stating dates as well as to/from destination.

All expense reports to be reimbursed will be submitted with receipts (as required above) and forwarded to the business office in a timely fashion. Such reports will be signed and dated by the supervisor prior to submission to the business office.

The procedure for travel reimbursement should follow the following steps: 1) Budget for the expense, 2) Obtain budget approval, 3) Submit request for travel, 4) Authorization by supervisor and superintendent or designee, 5) Travel advance and/or reservation of district vehicle, 6) Travel as planned, 7) Submit expense report with receipts to supervisor, 8) Submit expense report with receipts to business office, 9) Expenses reimbursed to claimant.

III. INSURANCE

It shall be the responsibility of the employee to immediately notify the Business Office of an accident involving an employee, regardless of whether a district-owned vehicle is used.

When using a personal vehicle it shall be the responsibility of the employee to maintain and be able to furnish proof of adequate automobile liability insurance at least in the minimum amounts prescribed by law.

IV. AUTOMOBILE LEASING/RENTAL

District #23 will reimburse a claimant for car leasing/rental expenses, when a district vehicle, taxi, or bus is not possible, and the use of a rental car or other common carrier is the best or least expensive method of transportation.

The type of vehicle rented must be appropriate for its intended use.

District #23 will reimburse users of costs of car rental to include the cost of insurance.

V. USE OF DISTRICT-OWNED VEHICLES

District personnel may utilize district-owned or leased vehicles, when available, when travel is required to conduct school business. Vehicles are to be reserved by completing the transportation request form and arranging for a district vehicle. A mileage log and pre-trip inspection is provided in each vehicle and must be completed by the vehicle operator for each use. It is the responsibility of the person to whom the vehicle is assigned that the vehicle is refueled and clean after use. Report any and all vehicle malfunctions immediately to the Transportation/Business Office so that they are remedied. When school vehicles are used for trips that are more than 60 miles round trip, vehicles should be returned with a full tank of fuel.

VI. USE OF PRIVATELY-OWNED VEHICLES

A school vehicle should be used for school related staff travel whenever possible.

The following procedures shall be followed when staff travel is required:

1. Complete and submit a Transportation Request Form to the building administrator. The form must provide clear information regarding the destination and purpose of your trip to ensure proper accounting.
2. Administration will notify requesters if a school vehicle is available for use. Vehicles are assigned on a first come first serve basis. However, longer trips will have priority and all travel requests are subject to administrative discretion.

3. If the use of a privately owned automobile is authorized or if no school vehicle is available the applicable gsa.gov reimbursement rate will be used.
4. If a school owned automobile is available and the driver chooses to use a privately owned vehicle the applicable gsa.gov reimbursement rate will be used.
5. If more than one person is attending the same event, ride sharing is required whenever possible. If a school vehicle is used for transportation, mileage for the use of a personal vehicle will not be reimbursable. Any exception to this policy must be approved by the Superintendent.
6. All school vehicles have a mileage roster and vehicle inspection form conveniently placed in the vehicle. The mileage roster and vehicle inspection form shall be completed by all drivers of school vehicles.
7. District vehicles are to be used only for school business.

The reimbursement for use of a privately owned vehicle described in this section shall not allow additional reimbursement for costs incurred in the operation of any vehicle other than mileage rates as set forth, except that parking and toll expenses may be reimbursed. Traffic tickets, damage to a privately owned vehicle, repair work, gas and oil, and other incidental costs attributable to the operation of the vehicle shall not be the responsibility of the school district.

The school district has vehicle and non-owned vehicle insurance to indemnify the district in the event of an accident involving a staff member using the employee's personal vehicle. However, employees using their own vehicle for school approved travel have "primary" legal responsibility in the event of an accident resulting in property damage or injury to passengers. In the event of an accident, worker's compensation may have some responsibility for employees only, but not students or non-employees who are passengers. Minnesota uses the no-fault law for automobile insurance. It is the employee's responsibility to review the adequacy of the limits of their personal automobile insurance coverage.

VII. AIR TRAVEL AND COMMERCIAL TRANSPORTATION

District employees may travel either in-state or out-of-state by commercial carrier when authorized in advance by the school board or the superintendent. Air transportation shall be by coach class except in those instances when unavailable. District employees may elect to fly via the local airlines to the metro area, but the reimbursement for said travel shall not exceed the comparative cost of said trip using school district vehicle and allowance for meals and hotel accommodations and take into consideration all the other related expenses of travel requests.

VIII. MEALS

District #23 employees may claim reimbursement for the actual amount paid for meals including tax, when on approved travel, but shall not exceed the reimbursement rate established by the district including tax. Any exceptions to the meal allowance must be approved by the supervisor and superintendent. Itemized receipts shall be required to document the actual meal expense and shall be attached to the report of travel expenses.

An employee on travel status between the employee's workstation and a field assignment may claim reimbursement for meals under the following circumstances.

- A. Breakfast: providing the employee leaves home before 7:00 a.m. and is away from home residence, or acting as the official school representative to a school district interest, when meetings are held in Frazee-Vergas.
- B. Noon Meal: employee may be reimbursed for noon meals, if the employee is on travel status outside the school district boundaries after 11:00 a.m. and not scheduled to return before 1:00 p.m. in the afternoon or acting as the official school representative to a school district interest, when meetings are held in Frazee-Vergas.
- C. Dinner: providing such employees returns home after 7:00 p.m. or acting as the official school representative to a school district interest, when meetings are held in Frazee-Vergas.

The District shall reimburse the employee for the actual cost of meals including tax up to the amounts consistent with and approved by the School Board annually.

The District shall reimburse an employee the actual cost (not subject to the limits above) for official breakfast, luncheon, or dinner banquet meeting as may be required as part of an official function. A receipt shall be attached to the report of travel expenses to document the actual cost of the banquet.

IX. HOTEL/MOTEL LODGING

When selecting lodging accommodations, employees shall use good judgment and consider the cost of hotel/motel accommodations and obtain prior-approval from their supervisor. All registrations and hotel reservations must be done through the Business Office. Reserving hotel rooms with your personal credit card is not allowed. Choice of accommodations should be made in good judgment in regards to what is reasonable and consistent with what facilities are available.