

BP/SP3350 Travel Expenses

**Business and Noninstructional Operations**

**Status: ADOPTED**

April 21, 2015

The Modoc County Superintendent of Schools and Modoc County Board of Education recognize that County Office employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the County Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The County Superintendent of Schools shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the County Office, whether within or outside County Office boundaries.

The County Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. He/she also shall establish reimbursement rates in accordance with law.

An employee shall obtain approval from the County Superintendent or designee prior to traveling. The County Superintendent or designee may approve travel requests in accordance with the adopted budget and upon determining that the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the County Superintendent or designee if he/she determines that the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the County Superintendent or designee.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when district business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on district business, and other necessary incidental expenses.

The County Office shall not reimburse personal travel expenses including, but not limited to, tips or gratuities, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on district-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on County Office business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

The County Superintendent may provide for reimbursement of the use of an employee's private automobile on the basis of a monthly allowance and/or a mileage rate. These allowances are used in lieu of the payment of actual expenses (e.g., gas, oil, and wear and tear on the vehicle) and thus an employee receiving such an allowance should not receive additional reimbursement for any other automobile expenses.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage or monthly basis as determined by the Superintendent or designee.

The mileage allowance provided by the County Office for employees' use of their private vehicles shall be equal to the rate established by the Internal Revenue Service.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when he/she is transported free of charge or by another employee who is entitled to the expense reimbursement.

The County Superintendent or designee shall establish a per diem allowance for meal costs incurred while traveling on County Office business based on the location and hours of travel. The per diem allowance shall not exceed the standard meal allowance for business-related travel prescribed for federal income tax purposes.

Any expense that exceeds the maximum rate of reimbursement established by the County Office shall be reimbursed only with the approval of the County Superintendent or designee.

All expense reimbursement claims shall be submitted on a County Office form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet County Office criteria for reimbursement.

The County Superintendent or designee shall approve expense claims only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to County Office business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

When approved by the County Superintendent or designee, an employee may be issued a County Office credit card for use while on authorized district business. Receipts documenting the expenses incurred on a County Office credit card shall be submitted promptly following return from travel. Under no circumstances shall personal expenses be charged on a County Office credit card, even if the employee intends to subsequently reimburse the County Office for the personal charges.

When necessary, the County Superintendent or designee may approve a cash advance, not to exceed the estimated out-of-pocket reimbursable expenses, to an employee authorized to travel on County Office business. Within 10 working days following return from travel, the employee shall submit a final accounting with all necessary supporting documentation. He/she shall refund to the County Office any amount of cash advance exceeding the actual approved reimbursable expenses.

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Legal Reference:

EDUCATION CODE

42634 Itemization of expenses

44016 Travel expense to employment interview

44032 Travel expenses

44033 Automobile allowance

44802 Student teacher's travel expense