



Book	Board Policy and Guidelines
Section	Section D
Title	Travel and Reimbursement - Guidelines
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ADMINISTRATIVE GUIDELINES
TRAVEL AND REIMBURSEMENT

1. All requests to travel at district expense must be made and approved by the employee's supervising principal, director, manager, or superintendent
2. Requests to attend special area, state, or national meetings at the district's expense must be made on Form #303; this includes in-town meetings and registrations. Approval must be obtained from the supervising principal, director, or superintendent prior to attendance at the meeting if expense reimbursement is to be expected.
3. A P-card for district travel will be provided if a request for advance funds is made on Form #303, "Request to Travel Out of District," and approved by the employee's supervising principal, director, manager or superintendent. This amount spent on the card cannot exceed the total amount approved. When traveling out of the country, where p-cards are not usable, a cash advance may be requested.
4. Upon return from approved travel, Form #412, Travel Expense Report," must be completed to account for actual expenditures. This must be returned within sixty-(60) days of the trip. If a travel advance was issued and is not accounted for within sixty-(60) days of the trip, the advance will then be treated as taxable income to the employee and included in their W-2 at year-end in accordance with IRS regulations. A copy of Form #303, receipts for lodging, travel, meals, registrations, cab, parking, etc. must be attached. Each day needs to be listed separately. Without the proper receipts, expenses will not be reimbursed.
5. Travel within a reasonable distance should be by car, if possible. When requesting mileage reimbursement only, Form #412A must be filled out. Reimbursement for the use of a personal automobile for district-approved travel will be paid according to the current allowable IRS rate of reimbursement. If an employee chooses to drive when flying would be cheaper, the reimbursement will be limited to the price of the flight.
6. Economy-tourist rate for air travel should be used when driving is impractical. Early check-in fees will not be paid by the District. Checked bag fees should be limited to extended travel.
7. The meal reimbursement will be limited to \$50 a day. Meal reimbursements will only be made if substantiated by receipts. As recommended by Federal guidelines, the first and last day of travel will be limited to 75% of the daily per diem. If attending a St. Louis meeting, the reimbursement will be limited to \$25 if the meeting does not provide food. No reimbursement will be given for alcohol purchases. Similarly, alcohol should not show on any receipts turned in for reimbursement. In-state sales tax will not be reimbursed.
8. Hotel accommodations will be paid in full at single-room rates. In-state sales tax will not be reimbursed. Valet services are not reimbursed.
9. Travel from home to the place of district-related business (Administrative Center, school, etc.) which occurs outside the normal working hours (evening and weekends) may be approved for district-related business. Reimbursement for mileage from home to work in the evening will be limited to unforeseen/emergency circumstances. For example, a salaried

employee who chooses to drive home after the workday and then drive back in the evening for an event like a board meeting will not be eligible for mileage reimbursement for that drive.

10. Airport parking will be limited to \$15 per day for reimbursement. Any parking costs over \$15 per day will be at the employee's expense.

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