



Book	Policy Manual
Section	6000 Finances
Title	TRAVEL PAYMENT & REIMBURSEMENT
Code	po6550
Status	Active
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#### 6550 - **TRAVEL PAYMENT & REIMBURSEMENT**

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of their job duties and responsibilities authorized, in advance, in accordance with administrative guidelines.

The District will follow the rates published annually by the U.S. General Services Administration (GSA), unless otherwise approved by the Superintendent, for payment and reimbursement for per diem meals and lodging. The District will follow the mileage rates in accordance with the Federal IRS prescribed mileage rate.

Unauthorized costs and expenses incurred will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, entertainment activities, such as movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare cost in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

All travel must be approved in advance. Travel payment and reimbursement must be authorized in advance and must be consistent with the District's travel policy and administrative guidelines and any applicable requirements for federal grants, awards or federally funded programs. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Policy 6114 – Cost Principles – Spending Federal Funds.

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