

Work-Related Travel-AR

1. Prior Approval

Employees wishing to travel to conferences or meetings outside of the district boundaries must submit a Vehicle / Travel Request form for approval by the administrator or manager/supervisor at least two weeks prior to traveling. After approval, this form is then forwarded to the Superintendent.

2. Advance Payment of Expenses

Only airfare and conference registration fees are eligible for payment prior to traveling. All other costs incurred are reimbursed after the travel is completed.

3. Meal Expenses

Breakfast, lunch, and dinner are reimbursed on a per diem basis. Persons on travel status will receive up to \$40.00 per day for meals. Breakfast allowance is \$8.00; lunch allowance is \$12.00; dinner allowance is \$20.00. No receipts are required for these reimbursements.

No reimbursement shall be allowed for any meal which is provided or made available to an employee as part of the cost of a meeting, class, or other function, regardless of whether the employee partakes of the provided meal or purchases his/her meal elsewhere.

In order to establish standards, regular hours for meals are as follows:

Breakfast: Leave before 7:00 a.m.

Lunch: Leave before 11:30 a.m.; Return after 1:00 p.m.

Dinner: Return after 6:00 p.m.

4. Lodging Expenses

Lodging will be reimbursed at the rate set for State employees and officials.

In-State: The maximum in-state reimbursement is established by the Nevada Revised Statutes.

Out-of-State: The lodging reimbursement for out-of-state travel is the "reasonable rate of the area."

To be reimbursed for lodging, employees must provide receipts.

5. Mileage Expenses

Mileage is reimbursed at the per mile rate set by the Internal Revenue Service (IRS). Whenever possible, employees should carpool. When group travel is arranged by the district, it is expected that all employees carpool in district vehicle/s, and personal mileage for convenience reimbursement will be denied. When the cost of mileage for an employee to attend a conference exceeds the cost of airline transportation, the District will provide reimbursement for the lesser amount.

6. Rental Car Expenses

Rental cars must be approved in advance on the Vehicle / Travel form. Employees must have receipts to be reimbursed for rental cars.

7. Other Expenses

Necessary business telephone calls at a meeting or training site, parking charges, and/or ground transportation will be reimbursed if the employee presents valid receipts.

8. Unallowable Expenses

The District will not reimburse for fines or parking tickets, towing or impounding fees, traffic violations, alcoholic beverages, personal entertainment, tobacco, or extravagant costs of any kind.

The District discourages combining personal travel with business travel due to the public's perception regarding use of District funds. Employees must clearly disclose any personal travel and/or vacation time to be taken in conjunction with District travel. An employee's family may accompany the employee on District business provided, no additional expenses are incurred or billed to the District.

9. Reimbursement

- a. A Reimbursement form and all required receipts must be submitted to the District Office for payment.
- b. A conference itinerary must be included.
- c. A map stating mileage for trip must be included.
- d. Monies will not be issued from pupil funds to reimburse schools for travel expense of employees.
- e. Employees should submit travel expenses within **five working days** following any trip.
- f. Any exceptions to the above-referenced policy and accompanying administrative regulation must be approved in advance by the Superintendent/designee.

End of Administrative Regulation