

All Personnel

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TRAVEL; REIMBURSEMENT

**LAYTONVILLE UNIFIED SCHOOL DISTRICT
Regulations for Travel Reimbursements and Overnight Conferences**

Reimbursement for travel and overnight conferences will be provided according to Ed. Code Section 44033 and the following regulations:

- Authorization for travel expenditures must be secured four weeks in advance of the activity; this timeline allows for purchase order processing, the preferred method of payment.
- When the four-week requirement cannot be met due to extenuating circumstances, the use of a revolving cash advance or district credit card may be authorized by the Superintendent.
- This method of payment may be approved only in exceptional circumstances.
- The district credit card may be used where vendors do not accept purchase orders (examples include airlines and restaurants). Itemized receipts are required (receipts with a non-itemized total are not sufficient).
- The use of a personal credit card for travel expenses requires prior authorization and must conform to the guidelines.
- Transportation in district vehicles requires advance notice and the completion of a Transportation Request Form; vehicles vary in cost per mile and the program funding the activity will be charged for the mileage expense.
- Mileage reimbursement for the use of private vehicles requires advance authorization.
 - o The reimbursement rate is the current IRS rate.
 - o The district gasoline credit card may not be used for fueling private vehicles.
 - o Personal credit card expenditures for fuel are not reimbursable.

Guidelines for Lodging, Food & Related Expenses

- Itemized receipts are required for reimbursements (credit card receipts or receipts with a non-itemized total are not sufficient).
- Expenditures are not cumulative; that is, not eating breakfast & lunch does not mean the dinner can be reimbursed for an amount greater than normally allowed.
- The allowable rates listed below include tax.

TRAVEL; REIMBURSEMENT (continued)

- o Lodging - \$125 (ask for government rate if available, or check the next nearest hotel)
 - o Meals: -Breakfast \$12 -Lunch \$14 -Dinner \$25
 - o Park - use self-park (valet parking is not reimbursable except for approved extenuating circumstances)
 - o Bridge Tolls - as required
 - o Tips - up to 15% for meals; bellhops & parking attendants are not reimbursable
- Alcohol purchases are not reimbursable (or allowed on the district credit card).
- Reimbursement requests with itemized receipts from the vendor must be submitted to the Business Office within 30 days of the expenditure.
- Reimbursement is dependent on compliance with these regulations.
- Use of the district credit card, contrary to the regulations, will result in the employee's responsibility to reimburse the district.