

**All Personnel**

BP 4133

4233

**TRAVEL EXPENSES**

4333

The Governing Board shall pay for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the district. The Superintendent or designee may authorize an advance of funds to cover necessary expenses.

The Superintendent or designee may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the Board. The Superintendent or designee shall establish procedures for the submission and verification of expense claims.

The Board may establish an allowance on either a mileage or monthly basis to reimburse designated employees for the use of their own vehicles in the performance of assigned duties.

All out-of-state travel must have Board approval. Travel expenses not previously budgeted also must be approved on an individual basis by the Board.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees in staff development projects

**All Personnel**

AR 4133 (a)

4233

**TRAVEL EXPENSES**

4333

**Registration Fee**

Registration fee may be claimed when substantiated with appropriate receipt attached to claim.

**Transportation**

The mode of travel may be by airline (economy/standard), rented vehicles (compact/intermediate size), district-owned automobile or personal automobile, whichever is more advantageous to the district.

A. Reimbursement for rented or private vehicles shall not exceed a public airfare. No mileage may be claimed for personal business. Necessary and actual mileage may be claimed for official district business based on the standard Federal mileage rate. If personal vehicle is used while on District business and is involved in an accident, personal liability insurance policy will apply first. The District liability coverage would be used only after the personal insurance limit has been exceeded. The District's insurance does not cover collision or comprehensive coverage on personal vehicles.

**Related Transportation Costs**

Miscellaneous, actual and necessary expenses for auto rental, parking, taxi, bus or other public transportation, ferry and/or toll roads may be claimed when properly itemized and when substantiated with appropriate receipts attached to the claim.

**Meals (Per-Diem Meals)**

B. Actual and necessary expenses for meals may be claimed only when costs are identified separately for breakfast/lunch/dinner. Meals included as part of the registration fee shall be deducted from the per diem total.

No meal for guests are reimbursable unless the guests are designated representatives of the Board and the cost is specifically authorized by action of the Board, and claimed on a separate Conference Expense Claim form.

**Official Conference Meals**

Meals which are a part of the conference program, i.e., official banquet or official

**TRAVEL EXPENSES (continued)**

luncheons, shall be considered as separate meals and are to be reimbursed at actual cost.

Reimbursement for meals is allowed when travel precludes eating at home.

1. Meal reimbursement shall be limited to the following maximum daily rates (for 24-hour period). Receipts for meals are not required.
  - Daily                      \$54.00
2. If travel time includes portions of a day individual meals will be reimbursed based on the following:
  - Breakfast                \$12.00 If at least 3 hours starting at 6:00 am
  - Lunch                      \$13.00 If at least 4 hours starting at 10:00 am
  - Dinner                     \$24.00 If at least 4 hours starting at 4:00 pm

In addition to the Per Diem allowance, employees may be reimbursed for incidental expenses (portage, baggage carrier, hotel staff as described in Federal Travel Regulations, Chapter 300, part 300-3) of \$5.00 per day.

**Lodging**

Lodging allowance is established at the single rate unless double occupancy with another district representative is available. The difference between the single and the double occupancy rate shall be borne by the district representative when accompanied by other than another ERUSD representative. If the double occupancy rate is claimed, an explanation relating to the necessity for such shall be affixed to the claim. Claims for stays of longer duration than the conference must be justified in writing. Lodging receipts must be attached to the claim.

**Telephone**

Telephone charges are allowed for official district business only if claimant identifies the purpose and the party called.

**Unallowable Expenditures**

**Lodging/Mileage for Local Conferences**

No lodging or mileage expenses shall be allowed for conferences held within a 25 mile radius of Pico Rivera except by specific authorization of the Board.

**TRAVEL EXPENSES (continued)**

**Meals for Guests**

No meals for guests shall be allowed except as authorized in this policy.

**Reimbursement of Allowable Expenses**

All claims for reimbursement shall be submitted in the official Conference Expense Claim (NCR) form through the division head to the Assistant Superintendent-Education, as soon as possible and no later than 20 workdays after the participant has returned to duty.

Any fees prepaid by the district (i.e., preregistration, room deposit, travel tickets, etc.) shall be set off in parenthesis (example: "Preregistration Fee: (\$40 PP)).

Receipts shall accompany claims for registration, travel, lodging and miscellaneous expenditures. Receipts for meals are not required.

**Disallowance of Claims**

Claims for expenditures may be disallowed for those claimants who have attended conference without the prior authorization of the Board.

**Absences for Conference Attendance**

**Recording Absences**

Absences shall be recorded on the time sheet as "School Business" with a designation of the conference and dates attended.

**Local Conferences**

Employees on duty may attend a local conference for a fraction of a workday at no cost to the district, when excused by the immediate supervisor and with the approval of the Superintendent.

REQUEST TO ATTEND EDUCATIONAL EVENT

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ School or Office \_\_\_\_\_

Request approval of attendance at:

\_\_\_\_\_ Dates \_\_\_\_\_  
(name of meeting or event) (from) (to)

Location \_\_\_\_\_ Purpose \_\_\_\_\_

Do you have any responsibilities at this meeting? Yes \_\_\_\_\_ No \_\_\_\_\_

Is so, what? \_\_\_\_\_

METHOD OF TRAVEL \_\_\_\_\_ - \_\_\_\_\_ Est. Cost \_\_\_\_\_  
District/Personal Car Air

District Car: Est. number of miles \_\_\_ @ \_\_\_ miles

Personal Car: Est. number of miles \_\_\_ @ \_\_\_ miles

Credit Card requested \_\_\_\_\_

ROOM ACCOMMODATION Number of nights \_\_\_\_\_ Est. Cost \_\_\_\_\_

MEALS Number of meals \_\_\_\_\_ Est. Cost \_\_\_\_\_

REGISTRATION FEE \_\_\_\_\_ Est. Cost \_\_\_\_\_

OTHER (explain) \_\_\_\_\_ Est. Cost \_\_\_\_\_

SUBSTITUTE REQUIRED: Yes \_\_\_ No \_\_\_ No. days \_\_\_ @ \_\_\_ a day Est. Cost \_\_\_\_\_

TOTAL ESTIMATED COST TO DISTRICT \_\_\_\_\_

APPROVED \_\_\_\_\_ DISAPPROVED \_\_\_\_\_

Amount authorized:

\_\_\_\_\_  
(Department Chairman) (Date)

\_\_\_\_\_  
(Expense account not to exceed amount above)

\_\_\_\_\_  
(Principal) (Date)

\_\_\_\_\_  
(Superintendent) (Date)

\_\_\_\_\_  
(Board of Trustees) (Date)  
(if applicable)

\_\_\_\_\_  
(Account Number)

IF DISAPPROVED - REASON: \_\_\_\_\_