



ZEELAND PUBLIC SCHOOLS TRAVEL POLICY

STATEMENT OF POLICY:

Applies To: These regulations shall govern all Zeeland Public School employees who submit a travel request. This policy applies only to travel which requires the employee to conduct business outside school grounds.

Responsibility: The responsibility for ensuring compliance with these regulations rests with each traveler's direct supervisor. The superintendent and/or the superintendent's designee reserves the right to question travel requests which appear to violate the intent of these regulations or to waive, where special circumstances warrant, any regulation herein.

Degree of Care: All Officers, employees and persons traveling on official business are expected to exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Credit Cards: School credit card must be used whenever possible.

Authorized Person: The person authorized to approve in-state travel, transportation expenses, and etc., is the traveler's department head. All out of state travel requests require Superintendent approval.

Documentation: All expenses must be documented.

IMPLEMENTATION:

Interpretation and Enforcement:

The superintendent and/or the superintendent's designee is responsible for interpretation and enforcement of these regulations as they apply to all Zeeland Public School employees but excluding the superintendent.

General Information

A. Authority for Travel: All travel other than normally assigned travel and travel of less than one day (not overnight), shall be duly authorized and approved by the administrator or direct supervisor (Travel Request/Expense Report form).

B. Zeeland Public Schools will pay direct the following expenses:

- a. Registration costs for conferences and seminars
- b. Public transportation costs (i.e., air, auto)
- c. Lodging and meal charges
- d. Parking fees

EXPENSE REPORTS

Expense reports should include sufficient detail to support expenditures with prior approval. The traveler is expected to obtain a district credit card for all expenses. Detailed receipts and credit card should be returned within five (5) working days to the Business Office. Any receipt not submitted where required by these regulations may cause the expense for same to be denied or reimbursement at rates determined by the Superintendent and/or the Superintendent's designee.

TRANSPORTATION

Routing of Travel: All travel must be by the most direct or commonly traveled route. If a person travels by an indirect route for his or her own convenience, or uses a slower or more expensive mode of transportation, any extra costs shall be incurred by the traveler and reimbursement for expenses will be based only on such charges as would have been incurred by a usually traveled route as determined by the superintendent and/or the superintendent's designee. If mileage is excessive, Mapquest will be used to confirm miles by most direct route.

Mileage Rates: If travel is by privately owned automobile, the traveler will be reimbursed at the rate established by the Internal Revenue Service. Travel will be calculated from the employee's building to the destination; employee may not calculate mileage from home to destination.

- IRS Tax Code Section 950: Business mileage is established through odometer reading. Under such method, the owner may use a standard IRS mileage rate

Public Carrier: The expense of traveling by public carrier (airplane) will be allowed on the basis of actual cost. All travelers are expected to travel by the most economical mode of transportation. Transportation expense in excess of the cost of coach-class air fare will not be allowed unless justification therefore is given and the approval of the Superintendent and/or the Superintendent's designee is obtained before leaving on the proposed trip.

Any transportation arrangements other than as covered above, will require specific approval by the Superintendent and/or the Superintendent's designee.

Days Allowable:

Days allowable will be the actual travel time needed to reach destination, time at destination and actual travel time to return to point of beginning.

Lodging:

Only the actual paid lodging expense is allowed. Receipts for lodging expense are required. Any change in hotel charges during continuous occupancy by an employee must be explained on the expense report. At no time will reimbursement be allowed for an additional room, or for non-Zeeland Public School travelers.

MISCELLANEOUS EXPENSES - GENERAL

Miscellaneous expenses incidental to official Zeeland Public School travel shall be held to the minimum amount required for essential and efficient conduct of Zeeland Public School business. The administrator or supervisor or his authorized representative approving the travel request will be held responsible in his certification for all items of expense as being necessary and correct.

The following are established as guidelines for the traveler and the approving officials and should be considered in making all claims for those items allowable.

- Registration Fees: Enrollment or registration fees for conventions and meetings or associations or organizations are allowable for individuals attending as official representatives of Zeeland Public Schools. Receipts must be attached to the expense report. If meals are included in the registration fee, corresponding meals are not reimbursable.
- Parking Fees: Reimbursement for parking fees is allowable. Receipts are required.
- Taxi Cab: Necessary taxi cab fares will be allowed. Receipts are required. If receipts are not available, a full explanation is required.
- Car Rental: Allowable only if it is more advantageous for Zeeland Public School business and more economical than some other mode of transportation; receipt required.
- Personal Expenses: All fees and tips for valets, flight insurance, alcoholic beverages, cleaning and pressing clothing, and similar personal expenses are not allowable as reimbursable expenses.
- Personal Phone Calls: An employee is allowed one phone call home (duration not to exceed 5 minutes) for each day away.
- Toll Bridge, Toll Road, and Ferry Boat Expenses: Toll bridge and toll road expenses should have receipts. Automobile ferry expenses should have receipts.

Meals:

- Reimbursement for meals shall be limited to those which require overnight accommodations, i.e. meal reimbursements when working within the district are not eligible.
- Reimbursement for meals when on overnight travel shall be limited to \$50.00 per day as follows:

Breakfast	When travel commences prior to 7:00 a.m. and extends beyond 8:30 a.m.	\$10.00
Lunch	When travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.	\$15.00
Dinner	When travel commences prior to 6:30 p.m. and extends beyond 8:00 p.m.	\$25.00
	TOTAL MEAL ALLOWANCE PER DAY	\$50.00

Allowance excludes a maximum 20% tip

- Meal expenses will not be reimbursed for non-Zeeland Public School travelers (wives members of a family, friends, etc.) unless they are acting in official position of responsibility.
- All personal expenses like alcoholic beverages, cleaning, renting of movies, snacks, etc., are not reimbursable.
- Guest Meals: The cost of guest meals is allowable only if it can be shown that such cost is necessary to conduct the official Zeeland Public School business and has prior approval of the Superintendent or the Superintendent's designee. In no case will the amount allowed be in excess of the maximum established in these regulations. Full explanation must be given on the receipt, including the name, position, and employer of the guest, nature of business discussed and how it relates to Zeeland Public Schools. Alcoholic beverages are not reimbursable by Zeeland Public Schools. The total cost of the meals for the guest cannot exceed the amount permitted an employee. A receipt is required for a guest meal.

Travel Outside the Contiguous 48 States

Request for reimbursement for all expenses related to conferences or travel outside the contiguous 48 states shall receive approval from the Superintendent

TRAVEL REQUEST



This form may be filled out manually or electronically. If you choose to complete as an electronic document, it must be filled out with all necessary signatures typed in appropriate space and sent to the Assistant Superintendent from the Administrator's email account; this will serve as approval of the request. Please retain a copy of this form for completion after the trip is concluded. An approval signature must again be obtained for any reimbursement due to employee.

Name _____ Date _____

Building _____

Date of meeting/conference _____

Location of meeting/conference _____

Briefly describe the nature of the conference, meeting or visit _____

Employee Signature _____ Date _____

Principal Signature _____ Date _____

Asst. Superintendent Signature _____ Date _____

Superintendent Signature _____ Date _____

(out of state trips only)

EXPENSE REPORT

	Estimated	Actual
Mileage _____ miles @ _____ per mile	_____	_____
Plane, bus, train and/or taxi fares	_____	_____
Registration/conference fees	_____	_____
Meals (not to exceed \$50 per day)	_____	_____
Parking	_____	_____
Lodging	_____	_____
TOTAL	_____	_____

Expenses Approved YES _____ NO _____

Approval Signature _____ Date _____

Employee shall use district credit card whenever possible and will be reimbursed for all other approved expenses. All receipts must be submitted with this form in order to receive reimbursement.