

Rialto USD

Administrative Regulation

Travel Expenses

AR 3350

Business and Noninstructional Operations

All expenses will be reimbursed on the basis of actual, necessary and reasonable expense, and subject to the provisions listed below:

1. District business travel constitutes travel to meetings, conferences, institutes, workshops, visitations and other official business of the District, when authorized in accordance with Board Policies and these Administrative procedures.
2. All Board Members or personnel of the District are eligible for allowances for authorized travel. The criteria indicated below will be considered in determining eligibility for travel requested by an employee.
 - a. The purpose of the travel must be related to the employee's duties in the District.
 - b. The benefit of the travel to the purposes of the District will be considered.
3. The District may offer training opportunities for parents to understand how to support learning at home, nourish emotional health, and prepare parents to participate in school decision-making. There may be trainings that require the District to incur travel expenses on behalf of participating parents.
4. Travel Authorization
 - a. The Superintendent or designee may approve all travel requests of the Associate Superintendent/Lead Agents. The Superintendent or designee will approve all out of state travel for all conferees.
 - b. The Associate Superintendent/Lead Agents shall approve all District business travel requests for staff personnel in their divisions. The number of RUSD employees authorized to attend a specific workshop or conference shall be limited and will subsequently in-service other appropriate staff upon return to regular duty.
 - c. The Lead Innovation Agent or designee shall approve all travel requests for certificated personnel assigned to schools. Travel requests for certificated personnel assigned to schools shall be initiated and recommended by each school principal.
 - d. In addition to the above (item #3, a, b, c), the Associate Superintendent/Lead Agents shall approve all travel requests for personnel when such travel necessitates a substitute.

e. The President of the Board of Education or designee shall approve all professional travel requests of the Superintendent.

5. Requests for District business travel shall be submitted using the Travel Request System (TRV). The request shall include a statement of the name, purpose, dates, and location of the conference, and an estimate of necessary expenses. If a substitute is required for the employee attending the conference, a Personnel Service Request (PSR) is required for approval to pay the substitute assigned.

6. Requests for District business travel on behalf of parents require a purchase requisition. The purchase requisition is the document that approves all related travel costs for the participating parent, including lodging, airfare, mileage, meals, or any other related cost.

7. Reimbursements for District business travel shall adhere to the following guidelines:

a. Meals

Meal allowance per diem shall be limited to \$15.00 for breakfast, \$20.00 for lunch, and \$30.00 for dinner, or the total cost of conference meals that are included in the conference package.

Meals may be claimed based on the following timeframes for trips more than 24 hours:

First day of travel:

- * Trip begins at or before 6:00 a.m., then breakfast may be claimed
- * Trip begins at or before 11:00 a.m., then lunch may be claimed
- * Trip begins at or before 5:00 p.m., then dinner may be claimed

Last day of travel (after 24 hours):

- * Trip ends at or after 8:00 a.m., then breakfast may be claimed
- * Trip ends at or after 2:00 p.m., then lunch may be claimed
- * Trip ends at or after 7:00 p.m., then dinner may be claimed

Meals may be claimed based on the following timeframes for trips LESS than 24 hours:

- * Trip begins at or before 6:00 a.m. and ends after 9:00 a.m., then breakfast may be claimed
- * Trip begins at or before 11:00 a.m. and ends after 2:00 p.m., then lunch may be claimed

Beginning Time = The time employee has to commence their work day to attend the scheduled

school district business event.

Ending Time = The time the employee ends their work day after attending a school district business event.

Overnight Trips (More than 24 hours):

Day of travel: First Day
Beginning Time: 6:00am
Ending Time: N/A
Meal to Claim: Breakfast, Lunch, Dinner
Meal Allowance Per Diem: \$65

Day of travel: First Day
Beginning Time: 11:00am
Ending Time: N/A
Meal to Claim: Lunch, Dinner
Meal Allowance Per Diem: \$50

Day of travel: First Day
Beginning Time: 5:00pm
Ending Time: N/A
Meal to Claim: Dinner
Meal Allowance Per Diem: \$30

Day of travel: Last Day
Beginning Time: N/A
Ending Time: 8:00am
Meal to Claim: Breakfast
Meal Allowance Per Diem: \$15

Day of travel: Last Day
Beginning Time: N/A
Ending Time: 2:00pm
Meal to Claim: Breakfast, Lunch
Meal Allowance Per Diem: \$35

Day of travel: Last Day
Beginning Time: N/A
Ending Time: 7:00pm
Meal to Claim: Breakfast, Lunch, Dinner
Meal Allowance Per Diem: \$65

Day Trips (Less than 24 hours):

Beginning Time: 6:00am

Ending Time: 9:00am
Meal to Claim: Breakfast
Meal Allowance Per Diem: \$15

Beginning Time: 6:00am
Ending Time: 2:00pm
Meal to Claim: Breakfast, Lunch
Meal Allowance Per Diem: \$35

Beginning Time: 11:00am
Ending Time: 2:00pm
Meal to Claim: Lunch
Meal Allowance Per Diem: \$20

b. Lodging

Overnight lodging will not be allowed on travel that does not exceed 60 miles from the work place, unless there is a one way commute exceeding two (2) hours. Lodging must be reserved at the lesser of the government rate or minimum charge for a single room at a hotel with-in walking distance for a conference or convention. Original receipts for lodging must be attached to the request for reimbursement.

Lodging must be booked through the District approved travel program. Reservations made outside the District approved travel program will not be reimbursed.

A personal credit card will still be required for incidentals.

Upon checking out, the employee must obtain a copy of the hotel folio to confirm their stay during each of the reserved nights. A copy of the hotel folio must then be attached to the completed TRV when submitted to Fiscal.

Justification must be presented for any travel that falls outside of this AR, and the employee must receive prior approval by the Superintendent or designee.

c. Registration Fees

A purchase requisition is required in order to register for a conference. In order to process the requisition into a purchase order, the purchasing department will require an approved TRV, registration form and brochure.

If the conference does not accept purchase orders, the requisitions must include a note requesting Fiscal Services to process a check for payment. Under no circumstances should an employee pay for registration and request reimbursement.

d. Transportation

As approved in advance usually not to exceed the following:

- (1) When District business travel requires an airplane ticket and/or car rental, travel arrangements must be made through the District's Concur Travel website. Charges for baggage will be covered for one (1) bag per person. Additional baggage charges, or excess weight charges, will be paid by the employee.
- (2) A District vehicle may be utilized for ground transportation outside the extended area whenever such vehicle is available.
- (3) Mileage for privately owned automobiles at the approved District rate. The total amount may not exceed the cost of airfare as indicated in d(1) above, and may only be claimed by driver.
- (4) Taxi or bus fares when necessary for official business. Rental cars must be approved in advance
- (5) Other modes of travel to and from a conference, such as train, bus, taxi, shuttle, ridesharing (Uber, Lyft, etc.), may be reimbursed if explicitly approved on the TRV and by submitting original receipts with completed TRV.

e. Miscellaneous

Other legal necessary expenses; e.g., official business telephone calls, facsimile transmissions, parking fees, etc. may be reimbursed if explicitly approved on the TRV and by submitting original receipts with completed TRV.

f. Any and all expenses incurred by the employee during travel on behalf of the District that have not been pre-approved may not be reimbursed.

g. Travel expenses not submitted to the conferee's immediate supervisor within 10 days of return from travel may not be reimbursed.

h. Approval of District business travel does not automatically include authorization of payment for the expenses of the employee as indicated above.

8. Within 10 days after return, personnel for whom District business travel has been authorized shall request reimbursement for approved necessary expenses by completing actual expense section of the Travel Request form (TRV). The form shall be electronically routed to Fiscal Services for processing of reimbursable expenses and meal allowance per diem. Upon receipt of signed TRV, any itemized receipts and conference brochures, the accounts payable staff will process payment. Furthermore, if documentation is not received in Fiscal within 90 calendar days of the last day of travel, the employee will not be reimbursed.

9. Procedure - Mileage Reimbursement

Employees required to use their own automobiles in the performance of their duties shall be reimbursed at the approved rate, provided requests for payment are submitted in accordance with applicable administrative procedures.

- a. The Superintendent may approve monthly mileage stipends for non-contract administrators not to exceed \$100.00 per month. Employees receiving a fixed mileage stipend do not receive reimbursement of mileage, unless traveling 50 miles or more one way.
- b. Claims for mileage payments shall be submitted by the employee or his/her immediate supervisor each month, with no more than one month per online Excel mileage card. Upon approval of the immediate supervisor, such claims shall be forwarded to Fiscal Services.
- c. Claims for mileage payments shall be submitted to the immediate supervisor at the end of each month and shall reach the Fiscal Services Office no later than the 10th of the following month. Claims which are not submitted in accordance with the above schedule may not be considered for payment.
- d. Monthly claims for mileage payments may be held in accounts payable and processed for payment on a quarterly basis when the amount is less than \$20 per month.

10. Non-Reimbursable District Business Travel Expenses

Non-reimbursable District business travel expenses shall include, but are not limited to:

- a. Non-business related travel expense
- b. Personal phone calls
- c. Alcoholic beverages
- d. Personal services such as dry cleaning, laundry service, use of the gym or other facilities that charge a fee, including movies and room service.
- e. Tips in excess of 15%
- f. Any expense that is not supported by itemized receipt.

11. Extended Stays

All persons (Employees & non-employees such as parents/guardians) who require to extend their dates of travel beyond the conference/workshop dates, must obtain prior approval from the Superintendent or designee prior to the event. Upon approval, all persons extending their stay must sign a waiver and release all liability form to waive any/all claims against the District. This form must be obtained in the Risk Management Office.

Arrangements for extended days cannot be booked through the District's Travel Program.

Any extended travel expenses including lodging, meals and airfare, will not be paid by the District and will be at the employees/non-employees own expense.

Regulation RIALTO UNIFIED SCHOOL DISTRICT

approved: June 9, 1999 Rialto, California

revised: September 29, 2014

revised: August 23, 2017

revised: January 28, 2019

revised: March 1, 2019

revised: April 8, 2020