

**COLCHESTER SCHOOL DISTRICT****POLICY: TRAVEL AND EXPENSES****DATE ADOPTED:** October 21, 2014**PURPOSE**

From time to time School Board Members, employees and volunteers are required to travel away from the Colchester School District for school business including and not limited to training, workshops, conferences and other such events. The School District will reimburse reasonable expenses for travel.

The purpose of this policy is to address out of district travel. In district travel is eligible for mileage reimbursement only.

**POLICY STATEMENTS**

1. The supervisor has the authority to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The supervisor will approve the mode of travel. Proper receipts and documentation must accompany reimbursement requests.
2. Employees must return itemized receipts for all expenses incurred for out of district travel subject for reimbursement within thirty (30) days of their return from traveling. Receipts received outside this thirty (30) day window might not be reimbursed.
3. All requests for reimbursement must be submitted on the Travel Reimbursement Request form accompanied by an approved Authorization for Travel form and all supporting receipts. This form should be filed out in its entirety and must be approved by the employee's supervisor.
4. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate (listed on the Travel Reimbursement Request form) for use of all mileage when utilizing an employee's personal vehicle.
5. Employees will be reimbursed for all expenses incurred as it relates to out of district travel to include airfare, transportation, lodging, meals, taxi fare, parking, tolls, telephone, fax, internet usage, etc. All expenses submitted for reimbursement must be accompanied by a receipt even if expenses were prepaid. Meals are subject to the limits noted in the Travel Reimbursement Request form.
6. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.

Date Warned: October 3, 2014  
First Reading: October 7, 2014  
Second Reading: October 21, 2014

7. At many sponsored functions, meals such as breakfast, luncheons, and dinners are included in the cost of the paid registration fee. Employees should take advantage of those prepaid meals. If prepaid meals are available, employees will not be reimbursed should they choose to dine elsewhere.
8. The district will not reimburse expenses for spouses, guests, or family members. If an employee decides to bring a spouse, guest, or family member on a district trip, the employee is responsible for all costs and arrangements attributable to these persons.
9. On occasion, it may be permissible for employees to purchase food for a meeting or in a social context. As a general rule, the expense should be approved in advance by the supervisor and must be supported by a receipt, a written record of the district business conducted, and a list of the persons that participated in the event.
10. Fees incurred for registration at conferences and workshops will be reimbursed only if prior approval was received to attend the conference or workshop.

TRAVELER	APPROVING AUTHORITY
School Board Member	The School Board
Superintendent	Board Chair
Business and Operations Manager	Superintendent
Principals and Program Administrators	Superintendent
Administrators other than Principals	Principal or Superintendent
All other school based employees	Building or Program Administrator



# Colchester School District

## Authorization for Travel

This form is **not** to be used when travel will be paid for with tuition funds.

### Travel Request

Date Submitted	
Employee Name	
Position Title	
Employee E-mail	
Contact Phone	
School	
Destination	
Departure Date	
Return Date	
Purpose of Travel	

### Estimated Costs

Type of Expense	Description of Expense	Daily Expenses	# of Days	Total Expenses
Conference Fee(s)				
Airfare				
Ground Transportation				
Lodging				
Meals and Tips				
Miscellaneous				
			<b>Grand Total</b>	

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account and/or Account # to be charged: \_\_\_\_\_

Approved By Administrator/Supervisor: \_\_\_\_\_ (Please Print)

Approval Signature: \_\_\_\_\_

*This authorization to travel is hereby approved and this acknowledges the district's obligation to reimburse the employee for the purpose of this travel.*

\*Employee will retain approved "Authorization for Travel" form -- to be included when submitting expenses on the "Travel Reimbursement Request" form.



# Colchester School District

## Travel Reimbursement Request

Name of Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
 Date(s) of Event: \_\_\_\_\_  
 Description/Purpose: \_\_\_\_\_  
 Destination: \_\_\_\_\_

### Travel Expenses

Date	Meals			Lodging		Miscellaneous	
	Breakfast	Lunch	Dinner	Place	Amount	Item	Amount

**Total:** \_\_\_\_\_ **Total:** \_\_\_\_\_ **Total:** \_\_\_\_\_

### Mileage - (Private Vehicle)

Date	Destination		Miles Traveled	Mileage Reimbursement
	To	From		

Mileage Reimbursement Rate: 01/2014-current = \$0.560 miles **Mileage Total:** \_\_\_\_\_  
**Travel Expense Total:** \_\_\_\_\_  
**Reimbursement Requested:** \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Meal Reimbursement Limits:</b>	Breakfast:	\$10.00
	Lunch:	15.00
	Dinner:	<u>30.00</u>
	<b>Total Daily:</b>	<b>\$55.00</b>

Please attach: "Authorization for Travel" or "Professional Development  
 "Reimbursement" form and all valid itemized receipts.