

TRAVEL EXPENSES

Use of Credit Cards

Please see *School Board Policy F225* and *Administrative Guideline F225-R*.

Reimbursable Expenses

Actual, reasonable expenses will be reimbursed subject to the limits set forth in these guidelines.

A. Personal automobiles

The use of personal automobiles is discouraged, except for regional travel. Personal vehicle travel shall be reimbursed at the IRS rate in effect at the time of travel (see [IRS Standard Mileage Rates](#)). The School Corporation utilizes the IRS standard reimbursement rate for personal auto use, for fuel, insurance, depreciation, and any other costs of usage. Parking and tolls should be itemized separately and receipts should be included. Reimbursement should not exceed the cost of commercial transportation, where available. For two or more persons traveling in the same vehicle, only one person will be reimbursed. Reimbursement requests should be submitted to the Business Department using a Mileage Reimbursement Form and an Accounts Payable Voucher.

Automobile insurance is required if driving a personal vehicle on Corporation business. An employee involved in an auto accident while on Corporation business and driving his/her own car is covered by his/her own automobile policy for damage to the vehicle and property. An employee involved in an auto accident while on Corporation business must notify the Business Department within 24 hours of the accident, in addition to notifying his or her insurance company.

B. Rental cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. Travelers are encouraged to choose compact or mid-sized cars whenever possible. All Liability and Physical Damage coverage should be declined when renting a car in the name of the Corporation. The Corporation maintains comprehensive collision and liability insurance on all vehicles rented or leased for official business. It is mandatory to enter "Western Wayne Schools" as well as the individual's name on the rental forms. If a rented vehicle is involved in an accident, the employee must notify the Business Department within 24 hours of the accident, in

addition to notifying the car rental agency. Reimbursable costs include the daily rental fee, gasoline charges, parking and tolls.

Travelers should refill gas tanks before returning the vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the renting location. Compare the cost of air travel versus driving and drop charges.

C. Bus, Train, Taxi, and Limousine Service

A receipt should be requested to document these expenses. Indicate on the receipt the starting and ending point for the trip and a brief description of the purpose of the trip. Limousine service (including to and from airports) should only be used when other means of transportation are not practical or available.

D. Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler. All Corporation approved travel will be at the most economical rates, not first or business class. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs. Air carrier selection cannot be biased by a traveler's frequent flyer program membership status. The last page of an original airline ticket, called the "passenger receipt," is required for reimbursement, or in the case of E-tickets, the receipt provided.

When planning an airline itinerary, travelers must consider the following cost saving strategies:

- Tuesday, Wednesday and Saturday are the cheapest travel days. Compare the cost of hotel and meal expenses to stay an extra night with the airfare savings obtained by leaving on the later day.
- Make reservations in advance, as most discounted fares are available when purchased several days prior to departure.
- Be flexible in selection of airlines and flight time.

Any increase in fares due to extension of a trip for personal reasons should be reimbursed to the Corporation or excluded when requesting reimbursement.

E. Lodging

The Corporation uses the U.S. General Services Administration expense guidelines for hotel and motel expenses during Corporation travel. Please visit www.gsa.gov/perdiem to determine daily rates for the destination of the business trip. Reimbursable lodging will be limited to a single room rate (for individual travelers) plus tax. Lodging will be reimbursed at either GSA rate applicable for the area (when available to K-12 schools) or the hotel rates negotiated by the conference organizers for the hotels in closest proximity to the conference, thereby minimizing the need for rental cars and parking fees. Prior approval from the Business Department is required for rates other than the prevailing GSA rate.

Requests should be made for educational discounts or business traveler's rates. Original itemized hotel receipts are required for reimbursement.

F. Conference Registration

Original receipts or proof of payment are required to be accompanied by a Requisition for Reimbursement Form. Advanced or "early bird" registration and prepayment of registration is encouraged.

G. Meals and Incidentals

The Corporation uses the U.S. General Services Administration expense guidelines for meal and incidental expenses during Corporation travel. Please visit www.gsa.gov/perdiem to determine daily rates for meal and incidental expenses. The Corporation will reimburse for expenses up to and including the maximum per diem rate based upon detailed (itemized) receipts. Expenses in excess of the GSA per diem rate will not be reimbursed and will be the responsibility of the employee. Similarly, receipts for alcoholic beverages will not be reimbursed and will be the responsibility of the employee.

H. Miscellaneous Expenses

Miscellaneous reimbursable expenses include charges for long-term airport parking, baggage handling, storage and tips (maximum of \$20 per day).

Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to:

- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee), including in-room hotel services that are not necessary for business purposes
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for Corporation travel
- Spouse or other family member expenses
- Commuting costs between home and the Corporation
- Laundry service (unless the trip is longer than 5 days)

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