

DKC-R

REGULATION

EXPENSE AUTHORIZATION / REIMBURSEMENT

(Travel Policies and Procedures)

Travel Classification

In-District travel means travel within the boundaries of the District. Navajo and Gallup, New Mexico, shall be considered as in-District travel because of their close proximity to District facilities. In addition, locations in which the travel does not exceed one hundred (100) miles radius of District Administrative Office shall be considered as in-District travel. No travel reimbursements are involved in conjunction with in-District travel.

In-state travel means travel to localities within the state of Arizona. Albuquerque and Farmington, New Mexico, and localities in between said cities shall be considered as in-state travel when travel to said localities is in connection with school activities.

Out-of-state travel means travel to localities outside the state of Arizona and outside of Albuquerque and Farmington, New Mexico when travel to these localities is in connection with a regional or national conference.

Travel Authorization

In-District travel. When the official duties of District employees require them to travel from their designated posts of duty to localities within the boundaries of the District, they may be allowed to use a District vehicle. District supervisors are authorized to sign a District Travel and Transportation Authorization request (Exhibit DKC-E). Supervisors have the responsibility to determine which employee(s) will be traveling on necessary school business provided that funds have been properly budgeted for such purpose.

In-State travel. The Superintendent is authorized to travel on necessary District business when official duties require travel from the District to localities within the boundaries of the state of Arizona, provided that funds have been properly budgeted for such purposes.

Board members required to travel on behalf of the District must submit travel requests, which shall be approved in advance by Board action. Circumstances may arise that require one (1) or more Board members to travel for District purposes when prior approval has not been granted by the Board. In such circumstances, the travel authorization shall be signed by a

Board member other than the member who is traveling.

The travel by staff members of the District, provided that funds are available within the allocations for their school or department, may be approved by their immediate supervisor.

The travel of students on trips funded within the allocations provided to their school may be approved by the principal.

When parents of students travel for a school purpose as chaperones, as representatives of various parent committees, et cetera, their travel may be approved by the principal of the school.

Any travel by staff members or students may be approved by a supervisor, provided that funds have been properly budgeted for such purpose. Staff member(s) shall be currently employed by the District and/or the student(s) shall be currently attending the District. This policy does not apply to District consultants.

Any travel that requires special fund-raising shall first be presented to the Board. The Board shall determine whether to authorize such fund-raising efforts and shall later, contingent upon the success of the fund-raising efforts, approve the travel.

Out-of-state travel. When it is deemed to be in the interest of the District to have members of the Board, the Superintendent, or District employees travel outside the state, they are required to submit travel requests, which must be approved by the Board provided that funds have been properly budgeted for such purposes.

Interscholastic activities. Approval of student travel to participate in any regularly scheduled interscholastic competition requires submission to the Superintendent of the yearly travel schedule for each team and/or group in advance of the regularly scheduled interscholastic competition.

All staff and student travel shall be intended to provide educational benefits and to serve the best interest of the District. The scheduling of all staff and student travel shall be done in a manner intended to provide the minimum possible disruption to the educational program of students and to the normal duties of the staff.

Procedures for Submitting Travel and Transportation Authorization Request

It is the responsibility of the traveler(s) to make all necessary arrangements or reservations for their travel or to delegate office personnel from their respective offices to ensure that all travel documents/arrangements are completed and submitted in a timely manner to the business office.

A Travel and Transportation Authorization Form shall be completed by filling out (Exhibit DKC-E):

- A. Name of traveler
- B. Department/school
- C. Address of Conference/Workshop/Training/Seminar
- D. Destination
- E. Departure date and time
- F. Return date and time
- G. Mode of transportation
- H. Type of travel
- I. Number of travelers
- J. Type of vehicle requesting
- K. Does the trip require a certified bus driver
- L. Estimated Cost of travel including requisition numbers for:
 - 1. Reimbursement of mileage to transportation.
 - 2. Forty-four and one-half cents (.445) per mile for non-pupil travel.
- M. Two dollars and forty-two cents (\$2.42) per mile for pupil travel state reimbursement rate set by Transportation Revenue Control Limit
Estimated cost of Airfare
- N. Estimated cost of per diem
- O. Estimated cost of lodging
- P. Estimated cost of registration
- Q. Estimated cost of other
- R. Account code
- S. Signature of requestor
- T. Authorization approval applicable to funding

U. Attach conference brochure

V. If student travel is requested attach Field Trip Packet (Exhibit IJOA-E)

Student travel. All student travel requests, particularly those requiring District transportation, should be processed at least ten (10) business days prior to the trip. It is the responsibility of the principal to confirm the availability of appropriate vehicles for the trip with the Director of Transportation. All necessary documentation shall be submitted to the business office immediately after approval by the principal.

Recognizing that many educational field trips are planned during the spring by each school, the Superintendent shall initiate appropriate steps to ensure that the scheduling of such trips does not adversely affect the normal required operations of the transportation department.

Staff travel. All staff travel requests, unless warranted by special circumstances, should be processed at least ten (10) business days in advance. It is the responsibility of the traveler to confirm the availability of a District vehicle for the trip with transportation upon approval of the travel authorization by the staff member's supervisor.

Preference in allocating vehicles. In the allocation of District vehicles, student travel that is part of any formal interscholastic activity shall take precedence, followed by student field trips, followed by staff travel.

In allocating vehicles for staff travel, official business trips on District matters shall take precedence over trips requested by individual staff members primarily for professional enhancement, such as participation in education conferences.

Travel authorization requests shall be submitted to the business office in accordance with the following schedule:

A. *In-state travel.* Submit the request to the business office ten (10) business days before the date of travel.

B. *Out-of-state travel.* The School Board authorizes and delegates their authority to the District Superintendent to authorize student travel even if that travel involves overnight travel and/or travel outside of the State of Arizona. The travel authorization request must be submitted to the Superintendent before the next scheduled Board meeting. The Superintendent shall provide the following:

1. A written report to the Governing Board setting forth the particulars of the student travel (Exhibit IJOA-E).
2. Student travel in accordance with District policy.

3. Student travel only being approved in keeping with District policy.
4. Appropriate supervision during student travel.
5. Safety measures in place for student travel.

Should the Board choose to provide this authorization, it should be reviewed and/or renewed by the Governing Board on an annual basis. If the Superintendent is unavailable for signature, the next authorized representative will be the delegated representative.

Occasionally emergency situations will occur making it impossible for an employee to meet the above submission schedule. An emergency request will be handled the day it is received, provided that it is clearly labeled as an emergency request. The reason for an emergency must be stated. Poor planning does not constitute an emergency.

Necessary arrangement for a vehicle, travel phone and gas credit card is required. Arrangements will be made with transportation and business office in accordance with information provided on the Travel and Transportation Authorization Form (Exhibit DKC-E).

Note: A credit card may be used only for gasoline.

In the event an emergency situation occurs during travel a phone number will be made available on the Travel and Transportation Authorization Form. Emergency repair cost will need prior approval and arrangement by transportation and business office.

It is the traveler's responsibility to work with appropriate District personnel to ensure that all travel arrangements are being appropriately made in a timely manner.

Reimbursement for Travel Expenses

A subsistence allowance shall be paid, as specified in A.R.S. 38-624(C), for each twenty-four (24) hour period. The subsistence allowance includes reimbursement for meals, lodging, and other incidental expenses relating to travel, except transportation and communication expenses. The District will follow Arizona State Travel Policy for meal reimbursement. The full subsistence allowance may not be claimed for less than a full twenty-four (24) hour period of travel. The claim will be made a District Travel Expense Claim Form (Exhibit DKC-E).

In the event the authorized travel cannot be taken, for any reason, it is the responsibility of the traveler to notify the business office and transportation, in writing, in advance that travel has been canceled. Except in cases of legitimate emergencies, any cancellations shall be made in time for the District to cancel all costs or receive reimbursement of such costs as

registration and lodging fees. Any costs incurred by the District due to late notification of cancellation will be charged to the traveler.

Transportation

Common carrier. The mode of travel may be by common carrier, in a District vehicle, or in a privately owned vehicle, at the District's option. All reimbursements will be made for the most direct and usually traveled route.

If a common carrier is used, reimbursement shall be at actual cost. The standard reimbursement rate set by the State of Arizona Travel Policy will be used to reimburse for aircraft. Landing and parking fees are reimbursable except at the location where the aircraft is normally based.

Vehicle rental. If a vehicle rental is necessary, it is the responsibility of the traveler(s) to confirm the reservation and payment of vehicle rental.

Privately owned vehicle. The District maintains vehicles for employees to use for authorized travel. If a District vehicle is not available and a written statement to that effect is submitted by the Director of Transportation, the business manager may, at the request of the traveler's supervisor, allow the traveler to use a privately owned vehicle at the reimbursement rate set by the State of Arizona.

Reimbursement for authorized use of a privately-owned vehicle shall be at the rate set by the state.

A. A traveler shall bear the cost if a District vehicle is scheduled for an authorized trip and space is available but the traveler chooses to take a privately owned vehicle.

B. If a privately owned vehicle is authorized for use, the vehicle shall be appropriately insured. The District is not responsible for any and all losses, costs, damages, claims, expenses, or other liabilities whatsoever, rising out of or connected with the use of a private vehicle, including but not limited to, any accident or injury to person(s) or property.

C. If a privately owned vehicle is authorized for use, reimbursement for mileage will be based on the shortest distance between the traveler's destination and return. Reimbursement will be contingent on mileage reported from travelers designated duty post. A District Travel Expense Claim form will be used (Exhibit DKC-E). A license number is required for privately owned vehicle.

D. When a privately owned vehicle is used for out-of-state travel, no transportation expense shall be allowed unless such travel request is authorized in advance. Such authorized travel shall be reimbursed at the lesser of either the rate set by the state of Arizona or air coach fare to the same destination.

E. When more than one (1) traveler on official business is transported in the same privately owned vehicle, mileage shall be allowed for only one (1) person.

Lodging Expenses

Lodging must be at a commercial establishment, and the traveler must request the lowest available rate.

Lodging costs incurred within thirty-five (35) miles or the traveler's designated duty post or residence will not be reimbursed unless an emergency exists and proper documentation is submitted.

Reimbursement rates for lodging are based on the federal per-diem rates, which provide a comprehensive listing of locations. The lodging rates are exclusive of taxes; therefore, the District may reimburse employees for actual expenses up to the maximum lodging reimbursement amounts listed in the index plus any applicable taxes.

Note: Reimbursement for lodging includes room charges (room service fees such as food, rental movies, long distance phone calls, etc., are not included in "room charges") and applicable taxes, only.

To use the lodging index, first locate the state to which the individual will travel. If the specific city is listed in the index, use those lodging rates. If the city is not listed, refer to the county in which the city is located and use the applicable rates. If the county is not listed, use the default rate.

If the Business Manager concurs with a District supervisor that an unusual situation exists that makes compliance with the above maximums impractical and the Board approves such exception in advance, actual lodging costs may be reimbursed even if the above maximums are exceeded.

Although the lodging reimbursement rate may not exceed the listed maximum, there is an exception for conference lodging. For employees staying at a conference-designated hotel, the Department of Administration guidelines authorize reimbursement at the conference-lodging rate. Conference-designated lodging is defined as the hotel at which the conference is being held or the hotels listed in the conference brochure. Accommodations at alternative hotels in the immediate vicinity of the conference may be considered as conference-designated lodging when no vacancies exist at the hotels listed in the brochure. However, the conference brochure indicating lodging rates provided at the conference must accompany the travel claim, and reimbursement for lodging may not exceed the least expensive single-room rate plus tax published in the brochure for the conference-designated hotel.

When lodging is shared with an individual not on school business (such as one's spouse) reimbursement shall not exceed the single room rate.

If a room is shared by two (2) or more school employees, reimbursement is to be claimed as follows:

Each traveler should obtain a separate original lodging receipt for such traveler's portion of the lodging costs. The total of the two (2) or more lodging receipts cannot exceed the total lodging cost. When a room is to be shared, the travelers should request separate receipts in advance (when they register) from the lodging establishment.

If the lodging establishment cannot issue separate original receipts, one (1) traveler may submit the original lodging receipt and the other traveler(s) may submit photocopies. However, each receipt (original and photocopies) must be marked "Shared Lodging" and have the names of all travelers sharing the room. Photocopies must be signed by the traveler. No photocopies will be accepted without these original signatures. Or, if the establishment cannot issue separate original lodging receipts, one (1) traveler may submit the original receipt for the total lodging cost. The lodging receipt must indicate the names of all travelers who shared the room.

As required by A.R.S. 38-624(A), all claims for lodging reimbursements shall be accompanied by commercial lodging expense receipts. The commercial establishment's original receipt is required; credit card receipts in lieu of the original lodging receipt will not be accepted, unless:

A. The original lodging receipt is lost or destroyed, in which case a photocopy may be submitted, with the statement "Treat As An Original." The photocopy must be signed by the traveler.

B. The original receipt is lost and a photocopy is not available and a copy cannot be obtained from the lodging establishment, in which case a copy of the canceled check or credit card receipt is required showing that the employee paid for the lodging. In addition to the canceled check or credit card receipt, a letter must be prepared by the supervisor in lieu of the original or photocopy of the lodging receipt. The letter must contain the name of the traveler, the dates of travel, the name, address, and telephone number of the lodging establishment, cost per night, and the total cost of lodging. The letter should also include the reason(s) why an original or photocopy of the lodging receipt is not available. This letter should also be signed by the traveler's supervisor.

Per Diem and Incidental Expenses

To use the "State of Arizona Travel Policy Meal Index," first locate the state to which the individual will travel. If the specific city is listed in the index, use those meal rates. If the city is not listed, refer to the county in which the city is located and use the applicable rates. If the county is not listed, use the default rate.

In-state reimbursement rates for meals are based on the state per-diem rates:

Refer to the "State of Arizona Travel Policy Meal Index" for rates allowed. For travel that is less than twenty-four (24) hours.

Out-of-state reimbursement rates for meals are based on the state per-diem rates:

Refer to the "State of Arizona Travel Policy Meal Index" for rates allowed.

Other Allowable Expenses

Other expenses that are allowable are:

- A. Registration fee.
- B. Baggage handling fees.
- C. Parking fees.
- D. Taxi, local bus, rental car, or subway fare.
- E. Laundry or dry cleaning that is required under special circumstance.

Note: A receipt and justification statement must be submitted for each claim.

Request for Funds/Advancements

In-state. District staff normally shall be expected to pay all travel costs and request reimbursement upon their return using the District Travel Expense Claim Form (Exhibit DKC-E). The Superintendent may authorize the Governing Board a travel advance for food, mileage and lodging for travel. Such travel advance shall not exceed eighty percent (80%) of maximum lodging and per-diem amount for an authorized in-state travel request.

Out-of-state. The Superintendent may authorize a travel advance to the Governing Board and any reimbursable travel in an amount not to exceed eighty percent (80%) of the maximum lodging and per-diem amount of an authorized out-of-state travel request. District staff normally shall be expected to pay all travel cost and request reimbursement upon their return using the District Travel Expense Claim Form (Exhibit DKC-E).

Purchase Order

A purchase requisition needs to be issued to pay for the following expenses (Exhibit DKC-E):

- A. Commercial carrier's ticket.
- B. Registration fee.

C. Meals and lodging at a commercial establishment.

D. A traveler's room if funds are not available for an advance.

Approval of Expenses

Upon return from an official trip, the traveler shall submit a travel expense claim form detailing expenses. Detailing expense will include brochure, travel completion form (Exhibit DKC-E) and completed District travel claim form (Exhibit DKC-E). Claims will be processed by the business office to the extent of the allowance authorized in the official request for travel.

The travel expense claim shall be submitted within five (5) working days after the traveler has returned to the District.

For auditing purposes, the traveler should attach a copy of the Travel and Transportation Authorization Form (Exhibit DKC-E) to the travel expense claim form (Exhibit DKC-E).

When the travel expense claim form has been approved by the business manager and all signatures have been secured, the claim will be processed and forwarded to the County School Office for payment.