

## 2335 District Travel and Conference Reimbursement 2335

Upon approval from the Superintendent/designee, permission shall be granted to employees to travel at District expense on school business. The Superintendent shall establish procedures for reimbursement in order to insure efficient practices.

### A. Definitions:

**In-District Location:** any location within the town of Milford to which employees travel to conduct business on behalf of the School District.

**Temporary Place of Business:** a location outside the town of Milford to which employees travel to conduct business on behalf of the School District.

### B. Mileage Reimbursement:

Any employee wishing to be reimbursed for mileage expenses incurred under this section must complete a Monthly Request for Travel Reimbursement Form (T2A) containing a compilation of expenses incurred. Requests for mileage reimbursement shall be submitted in a timely fashion, and no later than the conclusion of the fiscal year.

Travel reimbursement for use of private transportation is at the rate established by the Internal Revenue Service and shall be subject to the following conditions:

#### Non-Reimbursable Expenses

- **Commuting Expenses:** No employees shall be reimbursed for the cost of traveling between home and any in-district location, unless such reimbursement is allowed as part of a negotiated agreement with a bargaining unit.
- **Reimbursable Expenses**
- **Limitations:** All mileage expense reimbursement shall be limited to the direct travel distance between two locations.
- **In-District Locations:** Employees may be reimbursed for mileage expenses incurred traveling between two in-district locations to perform school district business. The Superintendent/designee shall maintain and disseminate a chart showing the mileage between the various schools and school-related facilities.

- Temporary Place of Business: Employees may be reimbursed for mileage expenses incurred traveling between an in-district location and a temporary place of business to perform school district business or between their home and a temporary place of business to perform school district business as follows:
- The District will pay mileage reimbursement for the lesser of the following:
  - Miles traveled from an employee's place of work to the temporary place of business and back.
  - Miles traveled from an employee's home to the temporary place of business and back.

For mileage reimbursement, employees shall attach a printout of the directions and trip distance to support all out-of-district travel.

#### C. Conferences, Seminars, Workshops:

Upon approval from the Superintendent/designee, permission shall be granted to employees to attend work-related conferences, seminars, or workshops at District expense.

Any employee wishing to be reimbursed for expenses incurred under this section shall complete a Travel Approval/Reimbursement Form (T1/T2) and submit it, for approval using the following procedure:

##### 1. Prior to Travel:

Complete part A of the Request for Travel Approval/Reimbursement Form (T1/T2), and the estimated expense column prior to the meeting date. Submit to your Principal or immediate supervisor for approval and signature. The Principal will forward to the SAU for the Superintendent/designee's pre-approval. When pre-approved, the T1/T2 form is returned to the employee. Travel that has not been pre-approved may not be eligible for reimbursement.

##### 2. After Travel:

Complete the actual expense column on the T1/T2 form after the event, attach receipts, and the certificate of attendance, and forward to the SAU for final approval and payment. This shall be completed within sixty (60) days following the event or reimbursement may not be granted.

3. All receipts must be original, itemized receipts from the hotel, restaurant, or other venue. Credit card receipts alone, without itemization, shall not be accepted. Receipts may not be shared – each individual must request his/her own receipt(s). If the meeting involved multiple days, employees are to complete an Itemized List of Costs form, as included in the Professional Development Plan, and submit to the SAU along with the Request for Travel Approval/ Reimbursement Form (T1/T2).

4. Reimbursement for meals is capped at \$35 per person per day. Gratuities may be included in the meal reimbursement but shall not be reimbursed for more than 15% of the bill, unless a higher amount is automatically applied by the restaurant. This meal reimbursement shall only apply for meals and non-alcoholic beverages and shall not include incidentals, entertainment, or personal expenses.

5. For mileage reimbursement, employees shall attach a printout of the directions and trip distance to support all out-of-district travel. Mileage reimbursement for conferences and workshops is the same as mileage reimbursement in Section A (above).

6. Travel reimbursement forms shall not include any pre-paid expenses covered by the District. (e.g. registrations paid in advance by purchase order)

7. If an employee chooses not to attend a District pre-paid, pre-registered workshop, s/he will be required to reimburse any costs incurred by the District.

Adopted: 10/01

Revised: 12/06, 2/13