

All Personnel

AR 4133 (a)

4233

TRAVEL EXPENSES

4333

Travel includes, but is not limited to, attendance at workshops, seminars, conventions, conferences or other meetings of interest to the district.

If travel is necessary during the normal work day of the employee and involves no cost to the district other than employee salary and/or mileage within the county, the Superintendent or employees designated by the Superintendent for such purposes, may authorize travel, subject to other provisions of this policy.

Except by specific Board approval, salary is not authorized for travel over and above the normal working day or days.

If travel is to involve costs to the district, an Absence Request--Conference or School Business Form shall be prepared by the employee and shall include a detailed cost estimate.

1. The employee's immediate management-level supervisor shall be required to approve or disapprove the Absence Request--Conference or School Business Form.
2. The appropriate Assistant Superintendent shall be required to approve or disapprove the Absence Request--Conference or School Business Form.
3. The Superintendent shall be required to approve or disapprove the Absence Request--Conference or School Business Form unless delegated to the appropriate Assistant Superintendent.

Mileage

Employees performing authorized travel involving the use of their own vehicle shall be reimbursed for mileage, or a monthly allowance as established by the Board. Whenever a specific Absence Request--Conference or School Business Form is approved, mileage may be claimed in addition to an authorized monthly allowance whenever travel is outside Los Angeles County.

Monthly Mileage Allowance

Designated employees are authorized a monthly mileage allowance, to be paid at or near the end of each month, approved annually by the Board of Education upon recommendation of the Superintendent.

Employees receiving a monthly mileage allowance shall only be eligible for reimbursement for meals and mileage while performing services for the district outside Los Angeles County.

TRAVEL EXPENSES (continued)

Reimbursement for meals and other expenses may be made to employees receiving a monthly mileage allowance if in attendance at a conference within Los Angeles County, if such conference has been previously approved by the Superintendent or designee.

Meals

Reimbursements shall be based upon actual and necessary meal costs. If a meal is not taken, no amount may be claimed. If the actual cost is less than the limitation prescribed herein, only the actual amount may be claimed. If a meal cost should exceed the limitation, the claimant has the option of claiming the limitation amount, or claiming the actual higher amount with a statement of justification attached to the claim.

Meal claims, exceeding limits previously specified or not approved within the Superintendent's authority, shall be submitted to the Governing Board for specific approval, with justification statements attached.

Banquets

A banquet breakfast, luncheon, or dinner which is an official part of a conference and for which there is a prescribed fee may exceed a meal limitation amount and may be reimbursed at actual cost.

Lodging

Lodging shall be reimbursed for authorized stay-over.

Transportation

Economy, standard, tourist, or similar air fare rates are allowed. The option for use of a private vehicle or air transportation or other mode may be allowed except that the district shall make reimbursement for transportation resulting in the least cost to the district, considering all other costs.

Advances

An advance must be requested on the Absence Request Conference or School Business Form and may be approved by the Superintendent, not to exceed \$500. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall

TRAVEL EXPENSES (continued)

file a claim showing amounts expended and reimburse the district for the excess amount within 15 days after return from the trip.

Non-employees

Non-employees, such as parents/guardians or community members, may be authorized to perform travel as representatives of the Board. Advances for such non-employees are not authorized from district funds. When employees are authorized to attend the same meeting, advances to employees can be authorized by the Board to cover expenses of non-employees, providing all expenses for such non-employees are paid for by the employee and are claimed accordingly on the employee's claim.

If federal or other non-district funds are involved, advances are authorized to non-employees, provided the Board approval cites the source of funds. Any expenses incurred as a result of non-employee travel shall have been budgeted by the Board.

Porterage

Reasonable porterage or baggage handling costs are allowed.

Incidentals

Other incidental minor costs, as claimed, may be approved by the Superintendent or designee, provided such other costs are explained in detail and do not include personal expenses.

Telephone

Telephone or telegram expenses are permitted for school business only.

Out-of-State Travel

Notwithstanding any other provision of this policy, all out-of-state travel shall be presented to the Board for approval with a complete explanation of the school business purpose to be served.

Conference and Registration Fees

Conference fees and registration fees authorized for specific events shall be reimbursed, excepting that cost of conference-sponsored or

TRAVEL EXPENSES (continued)

unsponsored activities which are essentially entertainment or nonbusiness shall not be reimbursed.

In-Service Training

Inservice training for employees and necessary costs in conjunction with such inservice training may be allowed. "Inservice" as used in this policy is intended to mean formal inservice presentations for staff development purposes and is not intended to cover budget meetings or other staff meetings which are a normal operation occurrence. Costs for such inservice meetings shall have been provided for in the budget. A breakdown of estimated costs shall be presented to the Superintendent for pre-approval, with a list of persons or positions authorized to attend.

If the Board or Superintendent directs an informal meeting be held consisting of selected district employees and/or board members at a designated site or location other than district facilities, meals and mileage expenses are authorized in accordance with other applicable provisions of this policy.

Travel Claim

Whenever travel is properly authorized and costs are incurred, the employee shall be required to prepare a claim which shows in detail all expenditure incurred. Invoices or proof of payment shall also be provided and attached to the claim for the following:

1. Air fare/train fee
2. Lodging
3. Registration
4. Conference fees
5. Car rentals

The claimant shall certify by signature that all amounts were actual and necessary.

The Superintendent, or designated Assistant Superintendent, shall be required to review and approve each travel claim by signature. In the event any travel cost item is not covered by or exceeds this policy, the claim and item in question shall be referred to the Board for specific approval with a statement of justification.

TRAVEL EXPENSES (continued)

AR 4133 (e)

4233

4333

Claims shall be filed within 15 days after return travel. No advances may be allowed if a previous claim has not been timely or properly filed or a prior advance is not resolved.

Legal Reference:

EDUCATION CODE

44032 Travel expense payment

44033 Automobile allowance

44576 Remuneration of trainees (employees in staff development projects)