

PAYMENT OF NECESSARY TRAVEL EXPENSES

POLICY

Tulsa Technology Center will pay for certain necessary travel expenses incurred incident to the duly-authorized in-district, in-state, out-of-state and international travel of district employees, Board of Education members, and others who may be authorized to perform services on behalf of the district or travel for specified purposes. The documentation required for reimbursement of travel expenses shall be equal to or greater than that prescribed in the State Travel Act.

Authorized administrators will approve in-district, in-state and out-of-state travel requests for employees they supervise. Authorized administrators include the Superintendent and his or her designees.

Board of Education members require no authorization for in-district or in-state travel. The Board of Education will be the only entity that may approve or disapprove international travel requests for employees and out-of-state and international travel requests for Board of Education members. International travel is defined as travel to any country which requires a passport/visa to enter the country.

Reimbursement or payment of travel expenses will be made for the items listed below in accordance with the terms and conditions set forth in the "Procedures for Payment of Necessary Travel Expenses."

ITEMS ELIGIBLE FOR REIMBURSEMENT

Item	Rate	Receipt Required
Personal Automobile Use	Standard IRS Mileage Rate	No
Toll Fees	Actual Cost	Yes
Airfare	Actual Cost	Yes
Rail/Bus Fare	Actual Cost	Yes
Lodging	Actual Cost	Yes
Meals	Per Diem GSA Tables	No
Special Meal Functions	Actual Cost	Yes
Registration	Actual Cost	Yes
Parking Fees	Actual Cost	Yes
Ground Transportation (Taxi, etc.)	Actual Cost	Yes
Car Rental	Actual Cost	Yes
Expenses Incidental to Travel by Person with Disability	Actual Cost	Yes
Miscellaneous	Actual Cost	Yes

The "Procedures for Payment of Necessary Travel Expenses" specify when receipts are required. Board of Education members may be reimbursed for in-district mileage when performing official duties ascribed to their role as an elected member of the Board of Education, including attendance at Board of Education meetings, committee meetings, and school-related events.

Reimbursement will be made when expenses are documented as specified in the procedures for this policy. Requests for reimbursement shall be made as prescribed in the "Procedures for Payment of Necessary Travel Expenses."

The Superintendent or his or her designee may authorize travel on noncommercial aircraft.

The Superintendent and his or her designees are authorized to use school credit cards for the purchase of gasoline and other supplies for school vehicles. The Superintendent is authorized to use the school corporate credit card for authorized and necessary travel expenses, including the payment of lodging costs.

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PROCEDURES

SECTION I. GENERAL REQUIREMENTS FOR AUTHORIZATION OF TRAVEL AND REIMBURSEMENT OF TRAVEL EXPENSES

A. In-District Travel

1. Requires verbal approval by immediate supervisor prior to travel.
2. Requires completed "Permission to Travel and Reimbursement Request" form and written authorization by an administrator prior to processing reimbursement form through the Business Office.

B. In-State or Out-of-State Travel

1. Requires written approval by authorized administrator prior to travel and approval of expenses after travel.
 - a. Employee initiates travel request on "**Permission to Travel and Reimbursement Request**" form for approval by authorized administrator.
 - b. Administrator retains copy of request and returns original to employee to file for reimbursement after travel.
 - c. Following travel, employee itemizes and documents eligible expenses on original "**Permission to Travel and Reimbursement Request**" form and forwards to administrator for preliminary audit and approval.
 - d. Administrator performs preliminary audit of claim form and submits completed and approved form to Business Office for final audit and reimbursement of eligible expenses.
 - e. Employee must attend conference/meeting at location most economical to the District, unless approved by the employee's supervisor.

C. International Travel

1. Requires written approval by authorized administrator, Superintendent, and Board of Education on completed "Permission to Travel and Reimbursement Request" form before travel plans are finalized and travel begins.
2. Requires completed "Permission to Travel and Reimbursement Request" form and written authorization by an administrator prior to processing reimbursement form through Business Office.

D. Board of Education Travel

1. In-state travel requires no authorization.

2. Out-of-state travel must be approved by the Board of Education prior to travel or at the meeting immediately following completion of travel if travel occurs on short notice.
3. International travel must be approved by the Board of Education before travel plans are finalized and travel begins.
4. Requires completed "Permission to Travel and Reimbursement Request" form, required documentation, and written authorization by an administrator prior to processing reimbursement form through Business Office.

E. Authorization of Travel for Individuals Other Than Employees and Board Members

1. The Superintendent or his/her designee may authorize payment of travel expenses on a case-by-case basis for persons selected to interview for a regular full-time position at Tulsa Technology Center if the applicant lives out of state and/or more than 150 miles from the place of interview.
 - a. The amount of mileage reimbursement shall not exceed the cost of the lowest round-trip airfare available at the time of travel.
 - b. Lodging and meal expenses may be paid if the applicant is required to stay overnight.
2. The Superintendent or his/her designee may authorize payment of travel expenses for persons who perform services on behalf of the District as a part of the fee for the services rendered.

SECTION II. REIMBURSEMENT OF ELIGIBLE EXPENSES

Claims for reimbursement shall be submitted in a timely manner on the appropriate form with the specified documentation and the original signature of the claimant. Smaller claims (local mileage, in-district travel) may be submitted on a monthly or quarterly basis.

The District will reimburse documented and authorized travel expenses of Board of Education members, employees, prospective employees, and others who may be authorized to perform services on behalf of the District or travel for specified purposes. Expenses for spouses, other family members or guests are not eligible for reimbursement or prepayment by the District.

ALL CLAIMS FOR REIMBURSEMENT FOR A FISCAL YEAR (JULY 1 TO JUNE 30) MUST BE SUBMITTED ON OR BEFORE JULY 10 OF THE NEXT FISCAL YEAR. If July 10 falls on a weekend or holiday, the cut-off date will be the first business day after July 10.

A. Prepaid Expenses - The District may prepay the following expenses:

1. Airline or rail tickets for employees and Board members only when District makes travel arrangements. Travel arranged by an employee or Board member must be prepaid by the individual and reimbursed by the District following travel.

2. Registration fees in excess of \$99.00 or when cost creates undue hardship on employee or Board member.
3. Group conference fees (three or more persons) contingent upon the conference organization's willingness to accept a purchase order.

After the District has prepaid all or part of the travel expenses, it is the responsibility of the employee or Board member upon canceling travel, to: (1) properly notify the prepaid vendor(s) in a timely manner; and on behalf of the District, request recovery of all possible prepaid expenses; and (2) ensure the recovery of the prepaid expenses or otherwise reimburse the District for any unrecovered expenses.

After arrangements have been made, an employee or Board member who is unable to travel due to personal circumstances will be required to reimburse the District for prepaid expenses unless appropriate notice and justification have been provided.

Written justification to the District Business Office must be provided for any prepaid expenses which are not recovered and are not reimbursed by the employee or Board member, including the following exceptions. These exceptions require that a written explanation of the circumstances be approved by the appropriate administrator or Board President and be submitted to the District's Business Office.

Exceptions are:

- a. When, in a true emergency situation or other immediate, unforeseen and unavoidable situation, notice is not practical and travel is no longer possible or would result in significant detriment to the traveling employee or Board Member, or
- b. When travel is cancelled or requested to be cancelled by the appropriate District administrator.

B. Airfare Reimbursement

1. All airline arrangements should be made at least 21 days prior to travel. If this is not possible, an explanation should be attached to the "Permission to Travel and Reimbursement Request".
2. Actual cost based on lowest single round-trip airfare available from Tulsa to destination and return to Tulsa on carrier selected for travel at the time reservation is made. A copy of the itinerary showing departure and return times and dates shall be attached to the claim for reimbursement.
3. Actual cost of coach or business class airfare for international travel. Travel by business class shall require approval by the Superintendent or his or her designee prior to making travel reservations.

4. Travel vouchers received by choice or circumstance shall be used only for duly-authorized future District travel by the recipient or another employee or Board member.
5. Promotional or two-for-one airline tickets may be used for employee or Board member travel. If a party other than a Board member or employee uses one-half of the ticket, reimbursement to the employee or Board member shall be for one-half of the cost of the ticket.
6. The Superintendent or his or her designee may authorize travel on noncommercial aircraft, i.e., military aircraft.
7. Additional airfare costs incurred due to indirect routing or schedule changes by employees or Board members shall be the responsibility of the individual. Schedule changes resulting in additional airfare costs which are necessitated by circumstances beyond the control of the individual shall be reviewed on a case-by-case basis.
8. Additional costs incurred due to extenuating circumstances (illness, personal emergency, school business, etc.) will be reviewed on a case-by-case basis and approved/disapproved by an authorized administrator.
9. Use of personal aircraft for school business is not allowed.

C. Rail/Bus Fare Reimbursement

1. Actual cost which shall not exceed the lowest single round-trip airfare available at the time of travel. A copy of the itinerary showing departing and returning times and dates shall be attached to the claim for reimbursement.
2. All rail/bus arrangements should be made at least 21 days prior to travel. If this is not possible, an explanation should be attached to the "Permission to Travel and Reimbursement Request".

D. Personal Automobile Reimbursement

1. Current standard IRS mileage rate.
2. Reimbursement for in-district mileage shall be based on actual miles to and from destination.
3. Reimbursement for in-state and out-of-state mileage shall be based on actual miles to and from destination plus vicinity mileage when applicable.
 - a. Vicinity mileage shall include travel to and from meeting site, travel to and from restaurants, but not travel for personal business.
 - b. Reimbursement for mileage plus on-road, approved expenses (tolls, meals, etc.) shall not exceed the cost of the lowest single round-trip airfare available at time of travel. Exceptions are noted under item "P", "Expenses Incidental to Travel by Persons with Disability."
 - c. Reimbursement of travel expenses will be only for days or portions of days on duly-authorized school business.

4. Reimbursement for mileage to and from the airport when employees or Board members are on duly-authorized school business will be calculated from the point of origin (home or office).
5. In-district mileage incurred by Board members in the performance of official duties as members of the Board of Education is eligible for reimbursement, including travel to and from the airport when on duly-authorized travel status. Mileage reimbursement will be calculated based on actual mileage from and to the home or office of a Board member to a Board of Education meeting, committee meeting, or school-related event.

E. Use of School Vehicle

1. School vehicles may be used only for official school business.
2. School vehicles shall not be used by an individual employee or Board member for out-of-state travel when airline service is available to a meeting location at a lesser cost than the mileage reimbursement rate.

F. Lodging Reimbursement

1. Reimbursement for lodging requires an itemized hotel bill/receipt and may include reimbursement for the following:
 - a. All lodging arrangements should be made at least 21 days prior to travel. If this is not possible, an explanation should be attached to the "Permission to Travel and Reimbursement Request".
 - b. Actual cost of single occupancy.
 - c. Official Tulsa Technology Center business telephone calls charged to a hotel bill or personal credit card. Honor bar items, personal telephone calls, laundry, dry cleaning, movies, etc., are not reimbursable.

G. Registration Fee Reimbursement

Actual cost with written receipt required. A copy of the registration form and/or agenda showing the beginning and ending dates of the event must be attached to the reimbursement claim form.

H. Ground Transportation (Taxi, Limo, or Other) Reimbursement

1. Actual cost with a receipt and explanation, i.e., purpose/destination.
2. Any cost without a receipt must be explained and include written details regarding the expenditure, i.e., purpose/destination.

I. Toll Fees Reimbursement

1. Actual cost with receipt indicating date of travel, fee paid, and claimant's signature.
2. A signed statement by claimant indicating entry and exit points as well as information above is acceptable when a pikepass is used or a toll is paid at an unattended toll booth and a receipt is not available.

J. Parking Fees Reimbursement

1. Actual cost with receipt including date of travel, purpose of trip, fee paid, and employee or Board member's signature.
2. A statement including date, purpose, fee paid, and signature is acceptable when receipts are not available.

K. Miscellaneous Reimbursement

Actual cost with receipt required for any miscellaneous cost.

L. Rental Car Reimbursement

1. Allowable only when no other means of economical transportation is available.
2. Actual cost with itemized receipt including acceptance of insurance offered by rental agency.
3. Requires advance approval by an authorized administrator for employees.
4. Estimated cost from authorized rental car agency should be attached for administrator's approval.

M. Meal Reimbursement

1. In-district meal reimbursement is allowed only when the meal charge is part of a registration fee or a scheduled conference, and appropriate documentation is provided.
2. Reimbursement for meals while on in-state, out-of-state, or international travel will be on a per diem basis not to exceed that which is allowed by published federal rates (U.S. General Services Administration). Reimbursement for meals will be made only when overnight stay is required. Meals will not be reimbursed if provided as part of the conference/meeting.
3. Reimbursement for meals shall be based on the following departure and return times and only when overnight status is necessary:

Breakfast - Departure before 6:00 a.m. or return after 6:00 a.m., and overnight stay to qualify for breakfast reimbursement - 20% of published federal rates rounded to nearest dollar.

Lunch - Departure before 11:00 a.m., return after 12:30 p.m., and overnight stay to qualify for lunch reimbursement. - 30% of published federal rates rounded to nearest dollar.

Dinner - Departure before 6:00 p.m., return after 6:00 p.m., and overnight stay to qualify for dinner reimbursement. - 50% of published federal rates rounded to nearest dollar.

4. Departure and Return Times:
 - a. In-State Travel - Departure and return are generally the day of the meeting. Earlier departure and later return may be approved by an authorized administrator if the meeting begins early or dismisses late.
 - b. Out-of-State Travel and International Travel - Departure may be the day before or day meeting begins and return the day of or day after meeting ends.
 - (1) Departure and return times may be altered to take advantage of discounted airfares when the extra day(s) expenses plus the discounted airfare are less than the regular airfare.
 - (2) An authorized administrator will approve departure and return times for employees. Board of Education members will determine their departure and return times.

N. Reimbursement When Another Agency is Paying Part of the Expense

1. Expected reimbursement from another agency shall be deducted from total cost of travel before reimbursement payment is made to claimant unless other arrangements are approved by an authorized administrator.
2. It shall be the responsibility of the employee or Board member to obtain reimbursement from the other agency.

O. Use of School Credit Cards

1. Employees authorized to use school vehicles are also authorized to use school credit cards for the purchase of gasoline and other authorized and necessary supplies for school vehicles. The Superintendent is also authorized to use a corporate school credit card for authorized and necessary travel expenses.
2. School corporate or gasoline credit cards may not be used for: (a) purchase of alcoholic beverages; (b) purchase of airline tickets; (c) registration fees; or (d) unauthorized purchases with the intent of reimbursing the District for the purchases at a later date.
3. When a school corporate credit card is used for authorized lodging or meal expenses, a form shall be completed to record the name(s) of individuals for whom expenditures were made and the amount and purpose of the expenditures. The "cardholder copy" of the credit card receipt along with the original invoice and receipt for each credit card purchase shall be attached to the completed form and submitted to the District Business Office. A copy of the completed form shall be attached to the travel claim of the individual, and the amount charged to the school corporate credit card shall be recorded as "District Paid" expenses on the travel reimbursement claim.
4. A blanket purchase order shall be issued to encumber funds for school corporate credit card purchases, and a copy of the policy and procedures for "Payment of Necessary Travel Expenses" shall be attached to the purchase order to facilitate both internal and independent audit of expenses.

P. Expenses Incidental to Travel by Persons with Disability

1. Reimbursement may be authorized for expenses incurred in connection with travel by persons with a disability as defined by law (ref. Americans with Disabilities Act (ADA) 1990; Rehabilitation Act of 1973, as amended, 29 U.S.C.701, et seq). Such expenses must be (1) approved and authorized by the Superintendent for an employee and by the Board of Education for a Board member, and (2) authenticated by the District on the reimbursement claim as: "reasonable accommodations for employee/board member with disability."
2. Reimbursable expenses may include meals, transportation, and lodging costs incurred by an attendant approved and authorized to accompany the employee when the assistance of an attendant is required. (Attendant may or may not be a member of the disabled person's family.) A separate "Permission to Travel and Reimbursement Request" form must be filed by the attendant with cross-reference to the subject individual's "Permission to Travel and Reimbursement Request" form.
3. Actual cost of specialized transportation to, from and/or at the point(s) of travel.
4. Actual cost of specialized services provided by a commercial carrier necessary to accommodate the person's disability.
5. Actual cost of renting and/or transporting a wheelchair.
6. Time on authorized travel status is subject to limitations prescribed in item "M" of these procedures –"Departure and Return Times."

Q. Exceptions to the Administrative Procedures for Payment of Necessary Travel Expenses may be made only by the Superintendent.

SECTION III. REVIEWING AND INTERNAL AUDITING OF TRAVEL CLAIMS

- A.** The claimant is responsible for the accuracy, completeness, and validity of a reimbursement claim as well as its compliance with the "Payment of Necessary Travel Expenses" policy and procedures.
- B.** The administrator(s) who reviews and approves a claim for reimbursement is responsible for insuring the accuracy, completeness, validity, and compliance of the claim before approving the reimbursement claim.
- C.** The Chief Financial Officer or his or her designee is responsible for the final audit of the reimbursement claim for accuracy, completeness, validity, and compliance before processing the claim through the Business Office.
 1. Errors in calculation or procedure shall be corrected and the claimant notified of the correction(s).
 2. Issues involving an interpretation of law, policy, or procedure shall be resolved with the employee/authorizing administrator. Issues unresolved between the

employee/authorizing administrator and the Business Office shall be forwarded to the Superintendent for a final decision.

SECTION IV

The Tulsa Technology Center Board of Education may reimburse or pay for travel expenses incurred by district students and sponsors involved in authorized school sponsored co-curricular activities per existing travel reimbursement policies. The Superintendent, or designee, will determine if the expenses will be made from the general fund of the District or from the school activity fund.