

Jefferson County Education Service District

Code: **DLC-AR**
Adopted: 1/2/08
Readopted: 8/05/09

Staff Expense Reimbursement

Expense reimbursement for staff traveling on approved district business will be governed by the following procedures. Travel expenses include travel fares, meals and lodging and expenses incidental to travel. Only travel expenses as are ordinary and necessary in the conduct of approved travel for district business purposes and directly attributable to it will be reimbursed. As used in this regulation an “ordinary” expense means one that is common and accepted in the profession; a “necessary” expense means one that is essential and appropriate in order to conduct district business. Reimbursement procedures established by the district will also apply to Board members traveling on Board-approved district business, as applicable.

Insurance Coverage

1. Insurance costs are included as part of the mileage reimbursement for employees authorized to use a private vehicle to conduct district business. It is the responsibility of the owner or driver of the vehicle to be certain that the vehicle is adequately covered by insurance.
2. The responsibility of the district for damages resulting from vehicle accidents is not the same as set forth in the district’s general liability insurance policy. The employee’s insurance coverage provides primary coverage when the employee is driving his/her own vehicle on approved district business.
3. All district employees operating private vehicles on approved district business are required to complete and maintain on file with the district verification of vehicle liability insurance that meets or exceeds Oregon statutory minimum limits. This verification is required annually. Employees are required to update their verification of vehicle liability information maintained on file with the district upon **any** change in the employee’s vehicle insurance coverage.

Meals and Meetings

1. Reimbursement will be made for ordinary and necessary meal expenses incurred in the course of approved travel for district business. Meals include amounts spent for food, beverage, taxes and related gratuities. Alcoholic beverages will not be reimbursed by the district. See **Expense Reimbursement Request and Accounting Procedures** below.
2. Expenses in excess of the district’s established limit are ordinarily the responsibility of the employee and may be reimbursed only with superintendent approval. Receipts for all meal expenses must be secured and attached to the claim.

Reservations, Commercial Carrier, Lodging and Vehicle Rental

1. Travel must be conducted in the most expeditious and cost-effective manner, as determined by the district.
2. Individuals traveling on approved district business by a carrier offering travel credits (i.e., frequent flyer mileage, etc.) are required to account for credits received and may use the credits for future approved district travel purposes only.
3. Rental vehicles may be used only when use will effect a savings or otherwise be more advantageous to the district or when the use of other transportation is not feasible.
4. Employees will be informed if the district carries the rental car endorsement as part of its insurance coverage. In the event the district does not carry the rental car endorsement the employee will be authorized to purchase insurance coverage from the rental agency.

Personal Travel Combined with District Business Travel

1. If an individual traveling on approved district business engages in both business and personal activities, travel expenses incurred will be reimbursed only for expenses that are ordinary and necessary in the conduct of district business. Expenses incurred as a part of personal business are the sole responsibility of the traveler.
2. Time away from work caused by traveling by less than the most expeditious means available for personal purposes must be charged to vacation or other appropriate leave.

Expense Reimbursement Request and Accounting Procedures

1. Reimbursement requests detailing actual expenditures must be submitted on the district's travel expense form and approved by the superintendent in writing. Receipts and supporting documentation must accompany all expense reimbursement requests. This includes, but is not limited to, receipts for transportation, lodging, meals, registration, conference and workshop fees. All requests must be submitted to the district office within 20 working days of the conclusion of the trip.
2. Expenses which consist primarily of the cost of furnishing meals for others will be reimbursed upon submission of a travel expense report which includes:
 - a. Names of guests;
 - b. Organizations involved;
 - c. Full explanation of the district business purpose of the meeting.
3. In the event a vehicle was rented, a copy of the rental agreement must be attached to the travel expense report. Purchase of gas and oil which have been deducted from the rental charge by the rental agency must be included.

4. Any claim for mileage reimbursement, occurring on district business, only may be submitted at the end of each month in which reimbursement is to be claimed. Reimbursement claims later than 90 calendar days of the expense will be denied.
5. Mileage for approved district business travel in a private vehicle will be reimbursed at the current IRS rate

Reimbursable Expense Limitations

1. Meal expenses may be reimbursed subject to the following limitations (not including gratuity):

Allowance:	Breakfast	\$ 8.00
	Lunch	\$15.00
	Dinner	\$30.00
2. Gratuities must not exceed 15 percent and must be included as a part of the receipt. Gratuities in excess of 15 percent are the responsibility of the employee and will not be reimbursed by the district.
3. Other expenses such as toll charges, parking fees, may be reimbursed if length of trip or circumstances demand.

Cell Phone Reimbursement

Option 1: Selected employees will be issued a cell phone and applicable service plans through the district. The cell phone will remain district property. The employee will not use the cell phone for any personal use. If an emergency situation results in personal use, the employee will notify their direct supervisor and will reimburse the district for the use of the phone.

Option 2: Employees required to carry a district cell phone may elect to receive a monthly stipend in lieu of carrying two cell phones. The monthly stipend amount will be selected by the superintendent. This amount will be processed through the payroll office and listed as benefit to the employee. The employee will make their personal cell phone available for district use, in which the district will not be responsible for any charges incurred.

Travel and Expense Reimbursement Report

Name of Claimant: _____

Address/City/Zip Code: _____ School/Location: _____

Period Covered:

From: _____ To: _____ Date Submitted: _____ Fund: _____ Function: _____ Object: _____

Date	Travel Destination		Mileage	Auto Expense @ [.44] per mile	Lodging	Meals	Other/ Miscellaneous Expenses	Total Expenses	Purpose of Expenditure and/or Topic of Meeting <i>(If paid for additional persons, list persons other than self)</i>
	From	To							
Total Expenditures									
I certify that the above claim accurately reflects actual expenses incurred by me in authorized school district travel									
Submitted by:					Advance Funds Used				
Supervisor Approval:					Total Owed Claimant or Due to District				

All receipts must be attached, substantiating request for reimbursement. Form must be completed totally. If not preprinted on receipt, write names of restaurant on meals receipts and itemize meals. If more than \$8.00 for breakfast, \$15.00 for lunch and \$30.00 for dinner is expended, please attach an explanation and rationalization. If you paid for persons other than yourself, please list individuals' names and positions (attach additional page, if necessary).