

World Learner School



POLICY: 569 Travel Expenditures

EFFECTIVE DATE: 11.23.15

REVISED DATE: 1.7.19

PURPOSE

The purpose of this policy is to establish a process to reimburse travel expenditures that are necessary to fulfill WLSs mission and goals.

GENERAL STATEMENT OF POLICY

The Director shall recommend for WLS Board approval procedures pertaining to reimbursement of expenses related to travel for board members and staff as incurred in conducting necessary WLS business.

PROCEDURES AND AMOUNTS OF REIMBURSEMENT FOR:

Board Members

- 1. Expenses within metro area:** WLS will use the IRS-determined mileage rate and guidelines.
- 2. Expenses outside metro area:** For daily expense allowances, the maximum per diem allowance based on the United States General Services Administration (GSA) will be used per travel destination area. The GSA per diem rates can be found at www.gsa.gov.

This per diem rate will cover all meals, gratuities, and incidental expenses; including ground transportation needed other than taxi or shuttle rides between airport and hotel. Receipts are required for all expenses. Advancements on per diem amounts are not provided.

A. Per Diem Amounts: Allowable per diem amounts will be adjusted proportionately downward for attendance at conferences that include meals as part of registration costs, or for partial day of travel. The GSA per diem total for any particular travel destination will be broken into 6 equal portion with breakfast cost equal to one portion, lunch equal to two portions, and dinner equal to three portions. The daily allowance for travel days without meetings will not exceed three-fourths of the maximum per diem allowance.

B. Transportation: Board members will book and purchase airline reservations directly through the district whenever possible to obtain lower rates. The district will reimburse for the cost of the least expensive airline tickets upon submission of receipt if a board member needs to make his or her own flight arrangements. Board members will be reimbursed at the IRS mileage rate if their own automobile is used and the cost is less than the lowest cost of a coach fare airline ticket. Upon submission of receipts, the district will reimburse for necessary ground transportation between airport and hotel or meeting locations, and up to 15% gratuity. Board members are expected to use airport/hotel shuttle vans if that is more cost effective than taxis.

C. Lodging: Board members will book and pay for lodging arrangements using the lowest rate available within a reasonable distance from the meeting or conference. Lowest rate available refers to the US General Services Administration (GSA) per diem lodging rate as listed on their website located at www.gsa.gov.

The district will reimburse for reasonable (discounted if available) single room rate lodging costs upon submission of receipt. Receipt must show room rate, tax rate and evidence of payment. Lodging and meal per diem costs will be covered when using a Saturday night stay-over for reduced airline ticket costs. The total cost of a Saturday night stay-over must not exceed the difference in airline ticket price.

3. General Requirements

- All travel and conference attendance must be pre-authorized by Director.
- Board members must submit original receipts. A credit card receipt is not sufficient evidence for any reimbursable expenditure.
- Absolutely no reimbursement for alcoholic beverages will be allowed.

Employees

1. Expenses within metro area: WLS will use the IRS-determined mileage rate and guidelines.

2. Expenses outside metro area: For daily expense allowances, the maximum per diem allowance based on the United States General Services Administration (GSA) will be used per travel destination area. The GSA per diem rates can be found at www.gsa.gov.

This per diem rate will cover all meals, gratuities, and incidental expenses; including ground transportation needed other than taxi or shuttle rides between airport and hotel. Receipts are required for all expenses. Advancements on per diem amounts are not provided.

A. Per Diem Amounts: Allowable per diem amounts will be adjusted proportionately downward for attendance at conferences that include meals as part of registration costs, or for partial day of travel. The GSA per diem total for any particular travel destination will be broken into 6 equal portion with breakfast cost equal to one portion, lunch equal to two portions, and dinner equal to three portions. The daily allowance for travel days without meetings will not exceed three-fourths of the maximum per diem allowance.

B. Transportation: Employees will book and purchase airline reservations directly through the district whenever possible to obtain lower rates. The district will reimburse for the cost of the least expensive airline tickets upon submission of receipt if a board member needs to make his or her own flight arrangements. Employees will be reimbursed at the IRS mileage rate if their own automobile is used and the cost is less than the lowest cost of a coach fare airline ticket. Upon submission of receipts, the district will reimburse for necessary ground transportation between airport and hotel or meeting locations, and up to 15% gratuity. Employees are expected to use airport/hotel shuttle vans if that is more cost effective than taxis.

C. Lodging: Employees will book and pay for lodging arrangements using the lowest rate available within a reasonable distance from the meeting or conference. Lowest rate available refers to the US General Services Administration (GSA) per diem lodging rate as listed on their website located at www.gsa.gov.

The district will reimburse for reasonable (discounted if available) single room rate lodging costs upon submission of receipt. Receipt must show room rate, tax rate and evidence of payment. Lodging and meal per diem costs will be covered when using a Saturday night stay-over for reduced airline ticket costs. The total cost of a Saturday night stay-over must not exceed the difference in airline ticket price.

3. General Requirements

- All travel and conference attendance must be pre-authorized by Director.

- Employees must submit original receipts. A credit card receipt is not sufficient evidence for any reimbursable expenditure.
- Absolutely no reimbursement for alcoholic beverages will be allowed.