

SAYDEL COMMUNITY SCHOOL DISTRICT

EMPLOYEE TRAVEL COMPENSATION

Employees traveling on behalf of the school district and performing approved school district business will be reimbursed for their actual and necessary expenses. Actual and necessary travel expenses will include, but not be limited to, transportation and/or mileage costs, lodging expenses, meal expenses, and registration costs.

Travel Outside the School District

To receive travel compensation, travel outside of the school district must be pre-approved. Pre-approval will include an evaluation of the necessity of the travel, the reason for the travel and an estimate of the cost of the travel to qualify as approved school district business. The Superintendent will approve travel outside the school district by employees, other than the Superintendent.

Reimbursement for actual and necessary expenses will be allowed for travel outside the school district if the employee received pre-approval for the travel. Prior to reimbursement of actual and necessary expenses, the employee must provide the school district with an itemized receipt, other than a credit card receipt, indicating the date, purpose and nature of the expenses. Failure to have an itemized receipt will make the expense a personal expense. Exceptions to this may be approved by the Superintendent. For any claim without the proper receipt, written documentation explaining the exceptional circumstances will be maintained as part of the school district's record of the claim.

Requests for reimbursement will be made no later than 10 working days following the date of the expense.

Pre-approved expenses for transportation within three hundred miles of the school district administrative office will be by automobile. If a school district vehicle is not available, the employee will be reimbursed 34.5 cents per mile.

Unauthorized expenses made on a District credit card will follow policies outlined in the Saydel Procurement Card Handbook.

Travel Within the School District

Employees required to travel in their personal vehicle between school district buildings to carry out the duties of their position may be reimbursed at 34.5 cents per mile. It will be the responsibility of the superintendent to approve travel within the school district by employees. It will be the responsibility of the Board to review the travel within the school district by the Superintendent through the Board's audit and approval process.

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Reviewed: January 2018

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EMPLOYEE TRAVEL COMPENSATION CONTINUED

Employees who are allowed an in-school district travel allowance will have the amount of the allowance actually received during each calendar year included on the employee's W-2 form as taxable income according to the Internal Revenue Code.

The Superintendent will be responsible for developing administrative regulations regarding actual and necessary expenses, in-school district travel allowances and assignment of school district vehicles. The administrative regulations will include the appropriate forms to be filed for reimbursement to the employee from the school district and the procedures for obtaining approval for travel outside of and within the school district.

Travel

The mode of transportation selected for travel shall be at the most reasonable rate and the most efficient available.

Meals

Meals will be reimbursed, including tax, at the following rates during actual travel times: Breakfast: \$15.00; Lunch: \$15.00; Dinner \$30.00. Gratuity up to 18% in addition to the specified reimbursement rate is allowed.

Hotel

The District will reimburse only for the time spent during attendance at the meeting or conference. Hotel receipts and/or bills must be attached to the travel reimbursement form.

Taxis, Limo, Buses

Usual charges for these services will be reimbursed. Charges must have a receipt attached to the reimbursement form.

Airfare

Travelers must arrange for the most economical airfare available. Receipts and ticket stubs must be attached to the reimbursement form.

Automobile

The District will reimburse for the authorized use of personal vehicles for District business at the district reimbursement rate for the actual number of miles driven.

Other Authorized Expenses

Rental cars, parking, business telephone and other miscellaneous items will be reimbursed provided proper receipts are attached to the reimbursement form.

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EMPLOYEE TRAVEL COMPENSATION CONTINUED

Legal Reference: Iowa Constitution, Art. III, § 31.
Iowa Code §§ 70A.9-.11 (2013).
1980 Op. Att'y Gen. 512.

Cross Reference: 216.3 Board of Directors' Member Compensation and Expenses
401.6 Transporting of Students by Employees
401.10 Credit Cards
904.1 Transporting Students in Private Vehicles

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