

DESCRIPTOR CODE: HEB
POLICY ADOPTED: 11/8/2011
POLICY AMENDED:

Travel Reimbursement Policy

General

It shall be the policy of the Rugby Public School to provide for reimbursement of employee expenses for meals, lodging and transportation while an employee is away from their normal working and living residence on official school business as assigned by the administration or school board. Travel reimbursement rates will generally follow those approved by the State of North Dakota and the Office of Management and Budget (OMB)

Employees shall submit a district purchase order in order to have travel approved prior to the event. Reimbursement for travel shall be claimed by the employee by submitting a travel expense voucher upon completion of the event. Requests for travel reimbursement advances will be discouraged and in most cases will not be authorized. In the rare event that an advance for travel expenses is deemed necessary, the request must have authorization of the superintendent or school board.

Meals and Lodging

If meals are included as part of a registration fee for a conference, seminar, or other meeting, the employee should be reimbursed for the entire registration fee, if paid by the employee. However, the employee cannot claim reimbursement for the applicable meal allowance for that quarter. An employee should be reimbursed for meals paid by the employee while attending a meeting at the request of, or on behalf of the school district.

Reimbursement is allowed only for overnight travel or other travel while away from the normal place of employment. Employees will not be reimbursed for breakfast if travel began after 7:00 a.m. In order to claim expenses for lunch and dinner, the employee must have been in travel status one hour before the start of the quarter being claimed, and travel status must extend at least one hour into the quarter being claimed. Upon request, exceptions to these provisions for special circumstances may be approved by the superintendent.

The expense allowance for each quarter of any 24-hour period shall be based upon the current in state OMB rates for Meals and Lodging.

Verification of claims via receipt is not required for meals, but is required for lodging.

Lodging expenses billed directly to the school are not subject to the OMB maximum, but require prior approval by purchase order. Employees are encouraged to use direct billing of in-state lodging when possible.

The school district does not provide meal costs for student travel, with the exception of certain state level events that qualify for NDHSAA travel payments. The school district will provide reimbursement for actual meal costs, with a cap of \$10 per day, for varsity level students actually participating in State level events (finals). Only events that receive NDHSAA reimbursement will provide meal payments to participants. Meal payments will be made from applicable RHS activity account and any NDHSAA revenues received will be deposited into said account.

Transportation

Employees of the Rugby Public School District, when required to travel by motor vehicle in the performance of official duty, shall use a school-owned vehicle, whenever possible. Personnel should complete mileage vouchers, naming the school district as payee, when mileage is being paid by another entity.

When an employee drives a school owned vehicle, the schools liability coverage is primary should an accident occur. If an employee drives a personal vehicle on school business, the employee's personal insurance is primary.

If an employee is allowed to use a personal vehicle, reimbursement will be made according to the rates below. Reimbursement for mileage for use of personal vehicles within the state is allowed as follows:

- The state OMB rate per mile actually and necessarily traveled in the performance of official duty when such travel is by motor vehicle.

Out of State Travel

Out of State travel reimbursements for meals, lodging and mileage will be, at a maximum, the rates specified by the State of North Dakota Office of Management and Budget. For out of state travel the Superintendent may

set a rate of travel reimbursement which is less than that described in OMB policy. The rates for all out of state travel reimbursements must be approved by the superintendent or school board before travel has taken place.