

F250-R

TRAVEL EXPENSES

Use of Credit Cards

Please see *School Board Policy F150* and *Administrative Guideline F150-R*.

Reimbursable Expenses

Actual, reasonable expenses will be reimbursed subject to the limits set forth in these guidelines.

A. Personal automobiles

The use of personal automobiles is discouraged, except for regional travel. Personal vehicle travel shall be reimbursed at the IRS rate in effect at the time of travel (see [IRS Standard Mileage Rates](#)). The School Corporation utilizes the IRS standard reimbursement rate for personal auto use, fuel, insurance, depreciation, and any other costs of usage. Parking and tolls should be itemized separately and receipts should be included. Reimbursement should not exceed the cost of commercial transportation, where available. For two or more persons traveling in the same vehicle, only one person will be reimbursed. Reimbursement requests should be submitted to the Business Department using a Mileage Reimbursement Form and an Accounts Payable Voucher.

Automobile insurance is required if driving a personal vehicle on Corporation business. An employee involved in an auto accident while on Corporation business and driving his/her own car is covered by his/her own automobile policy for damage to the vehicle and property. An employee involved in an auto accident while on Corporation business must notify the Business Department within 24 hours of the accident, in addition to notifying his or her insurance company.

B. Rental cars

Automobile rentals should be limited to situations where other means of transportation are not practical, economical, or available. Travelers are encouraged to choose compact or mid-sized cars whenever possible. All Liability and Physical Damage coverage should be declined when renting a car in the name of the Corporation. The Corporation maintains comprehensive collision and liability insurance on all vehicles rented or leased for official business. It is mandatory to enter "Community School Corporation of Eastern Hancock County]" as well as the individual's name on the rental forms. If a rented vehicle is involved in an accident, the employee must notify the Business Department within 24 hours of the accident, in addition to notifying the car rental agency.

Reimbursable costs include the daily rental fee, gasoline charges, parking, and tolls.

Travelers should refill gas tanks before returning the vehicles. Rental companies levy a charge for refueling, far more than the price of gas. Avoid drop charges by returning the vehicle to the renting location. Compare the cost of air travel versus driving and drop charges.

C. Bus, Train, Taxi, Ride Share, and Limousine Service

Use of these services must be approved prior to the trip by the superintendent or designee. A receipt should be requested to document these expenses. Indicate on the receipt the starting and ending point for the trip and a brief description of the purpose of the trip. Limousine service (including to and from airports) should only be used when other means of transportation are not practical or available.

D. Commercial Air Travel

Commercial air travel expense is reimbursed on the basis of the actual cost incurred by the traveler. All Corporation-approved travel will be at the most economical rates, not first or business class. Travelers are expected to take the least costly fare offered that realistically meets scheduling needs. Air carrier selection cannot be biased by a traveler's frequent flyer program membership status. The last page of an original airline ticket, called the "passenger receipt," is required for reimbursement, or in the case of E-tickets, the receipt provided.

When planning an airline itinerary, travelers should consider the following cost-saving strategies:

- Tuesday, Wednesday, and Saturday are the cheapest travel days. Compare the cost of hotel and meal expenses to stay an extra night with the airfare savings obtained by leaving on a later day.
- Make reservations in advance, as most discounted fares are available when purchased several days prior to departure.
- Be flexible in the selection of airlines and flight times.

Any increase in fares due to an extension of a trip for personal reasons should be reimbursed to the Corporation or excluded when requesting reimbursement.

E. Lodging

Reimbursable lodging will be limited to a single room rate (for individual travelers) plus tax. Prior approval from the superintendent or designee is required. Original itemized hotel receipts are required for reimbursement.

F. Conference Registration

Original receipts or proof of payment are required. Advanced or “early bird” registration and prepayment of registration are encouraged.

G. Meals, Miscellaneous, and Incidentals

The Corporation will reimburse for reasonable expenses as approved prior to the trip by the superintendent or designee. Unanticipated expenses may also be reimbursed at the discretion of the superintendent or designee. Receipts for alcoholic beverages will not be reimbursed and will be the responsibility of the employee.

Non-Reimbursable Expenses

Non-reimbursable expenses include, but are not limited to:

- Personal entertainment expenses (movies, games, health club, golf outings, and other optional conference activities not included in the general conference fee), including in-room hotel services that are not necessary for business purposes
- Valet parking, unless the hotel or venue prohibits guests from parking their own vehicles
- Travel accident insurance premiums
- Costs incurred by failure to cancel transportation or hotel reservations
- Traffic and/or parking violation fines
- Repairs to personal vehicles used for Corporation travel
- Spouse or other family member expenses
- Commuting costs between home and the Corporation
- Laundry service (unless the trip is longer than 5 days)

Community School Corporation of Eastern Hancock County

Adopted: 05/02/2022