

Revised: _____

214.1 & 429.1 OUT-OF-STATE TRAVEL POLICY

PURPOSE: The ACGC School District recognizes that its employees and school board members may at times receive value from traveling out of the state for workshops, conferences, events and other assignments. This policy sets forth the conditions under which out-of-state travel will be reimbursed by the school district.

GENERAL GUIDELINES:

- The event, workshop, conference or assignment must be approved in advance by the school board at an open meeting and must include an estimate of the cost of the travel. In evaluating the out-of-state travel request, the board will consider the following:
 - ◆ Whether the employee will be receiving training on issues germane to his/her role as an employee or as a board member
 - ◆ Whether the employee will be meeting and networking with other employees from around the country to exchange ideas on topics of relevance to the school district
 - ◆ Whether the employee will be viewing a facility or function that is similar in nature to one that he/she is currently operating at, or under consideration by the school district (where the purpose for the trip is to study the facility or function to bring back ideas for consideration)
 - ◆ Whether the school district has sufficient funding available in the budget to pay the cost of the trip
- The school district may make payments in advance for airfare, lodging and registration if specifically approved by the board. Otherwise all payments will be made as reimbursements to the employee.
- The school board will reimburse for transportation, lodging, meals, registration, and incidental costs using the same procedures, limitations and guidelines outlined in the school district purchasing procedures.
- Airfare will be reimbursed at the coach rate. Employees traveling under this policy must use the most cost-efficient mode of travel available taking into consideration reasonable time constraints.
- Mileage will be reimbursed at the IRS allowable rate. If two or more people travel together by car, only the driver will receive reimbursement. The school board will reimburse for the cost of renting an automobile if necessary to conduct school district business.
- Lodging costs and meal costs to be determined at time of request.
- Original receipts are required for lodging, airfare, and meals and should accompany a business expense report form. It is not necessary to have receipts for cabs and tips. The expense report form shall be submitted to accounts payable for payment.

- The school district will not reimburse for alcoholic beverages, personal telephone calls, costs associated with the attendance of a family member, rental of luxury vehicles, meal expenses included in the cost of registration, or recreational expenses such as golf or tennis.