

## TRAVEL EVENTS, MEETINGS AND CONFERENCES

District employees may attend events, meetings and conferences upon the approval of their principals, directors, or associate superintendents. The Superintendent must approve all travel exceeding \$500.

All requests to attend out of district meetings or conferences shall be evaluated on the basis of their potential benefit to the students of the district. The following guidelines will be used in considering employees requests to attend meetings and conferences outside of the district:

1. The meeting or conference should be related to the staff member's assignment.
2. There is some evidence of a potential for improving the instructional program as a result of the meeting or conference.
3. No teacher shall normally be absent from a regular classroom assignment for more than three school days per semester.
4. Reimbursement for conference expense as well as substitute time will normally be provided by the organization or department directly benefiting from the employee's attendance.
5. Attendance at out of state conferences that require long distance traveling are discouraged due to the considerable time away from class and the expense involved.

Travel falls into the following categories:

1. Travel involving mileage expense only
2. Travel involving registration fees, mileage, or other transportation costs
3. Travel involving overnight lodging, with meals, transportation, or other expenses

### TRAVEL INVOLVING MILEAGE EXPENSE ONLY

Employees who travel to attend approved conferences, meetings, or events in their privately owned automobiles may claim reimbursement for the actual miles driven using the *Mileage Expense Claim Form* (Board Policy 4133 / 4133 AR-1). Reimbursement shall be at the official IRS per-mile rate in effect at the time of travel.

When more than one person is authorized to make the trip, carpooling should be encouraged. Travel arrangements shall be coordinated so that the minimum number of vehicles will be used.

### TRAVEL INVOLVING REGISTRATION FEES, OVERNIGHT LODGING, MEALS, MILEAGE, OR OTHER TRANSPORTATION EXPENSES

A *Travel Requisition and Expense Claim Form* must be prepared by each employee requesting to travel when overnight lodging, registration fees, transportation expenses, meals, or any other miscellaneous expenses will be incurred. Employees will complete the left side of the form, indicating all estimated expenses and submit to their supervisor for approval prior to making any travel or registration arrangements. Any *Travel Requisition* exceeding \$500 must be approved in advance by the Superintendent.

Upon the completion of the event, meeting, or conference, employees will complete the right side of the *Travel Requisition and Expense Claim Form*, indicating the actual expenses for the trip. The completed claim, along with backup documentation, must be reviewed by the employee's immediate supervisor and then forwarded to the Finance Department within thirty days.

Original itemized receipts must be submitted for hotel/lodging, transportation, registration, and other miscellaneous expenses in excess of \$5.00.

### **MEAL REIMBURSEMENT**

Reimbursement for meals is permitted only when the program registration fee includes the price of a meal or for travel involving overnight lodging.

Reimbursement for meals is permitted for travel involving overnight lodging while the employee is outside of San Diego County. Reimbursement for meals, including gratuity, will follow the allotted per diem rates as established by the Internal Revenue Service (IRS) guidelines and will not exceed the current annual IRS rate.

Overnight travelers will not be reimbursed for meals when conference or program registration includes the price of meals, except in extraordinary circumstances.

The District is prohibited from paying for alcoholic beverages.