

**BOARD OF TRUSTEES
CARSON CITY SCHOOL DISTRICT**

**REGULATION No. 331
CERTIFIED STAFF**

TRAVEL AND PER DIEM ALLOWANCES

EFFECTIVE AS OF JANUARY 1, 2009

TRAVEL POLICY

School District travel should be conducted by utilizing the least expensive method available and possible. When planning for travel, factors such as total travel time, salary of traveler(s), availability of district owned vehicles, carpooling and the cost of transportation are to be considered.

Advanced planning for travel will allow for the purchase of airline tickets, class or conference registrations and hotel accommodations at discount rates. "Coach Class" air service is strongly recommended and reduced fee schedules for multiple participants must be taken into consideration when prepaying registration fees.

Before the travel date, a Travel and Per Diem Request Form must be pre-approved by the employees' supervisor and the original with all back up documentation must be submitted to the Grants Department for approval. The form can be printed from the Carson City School District Website.

In order to receive established meal per diem reimbursement, the traveler must depart from the assigned duty station as outlined:

- Leave before 6:30 a.m. and return on or after 8:30 a.m. for breakfast.
- Leave before 11:30 a.m. and return on or after 1:30 p.m. for lunch.
- Leave before 4:30 p.m. and return on or after 6:30 p.m. for dinner.
- Travel or meeting attendance must be more than 50 miles on way from the assigned duty station of the Carson City School District geographic area.

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The meals and incidental rates differ by location. Please refer to the max per diem column (*see next page*) for your destination to determine which total per diem rate applies.

The meal and incidental expense break down is as follows:

Total	\$39.00	\$44.00	\$49.00	\$54.00	\$59.00	\$64.00
Breakfast	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
Lunch	\$11.00	\$12.00	\$13.00	\$15.00	\$16.00	\$18.00
Dinner	\$18.00	\$21.00	\$24.00	\$26.00	\$29.00	\$31.00
Incidentals	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00

TRAVEL STATUS PER DIEM – IN-STATE

1. People (employees or agents of the District) in travel status shall receive unless otherwise specified in the table below:
 - A. \$7.00 for breakfast, \$11.00 for lunch and \$18.00 for dinner. Maximum Per Diem is \$36.00 per day.
 - B. \$70.00 for lodging expenses; and
 - C. Up to \$3.00 per day for incidental expenses.
2. Different rates apply for In-State travel to the areas and dates designated in the chart below.

Primary Destination	County	Max Lodging	*Max Per Diem
Incline Village / Crystal Bay / Reno / Sparks (October 1 - May 31)	Washoe	\$104.00	\$49.00
Incline Village / Crystal Bay / Reno / Sparks (June 1 - August 31)	Washoe	\$152.00	\$49.00
Incline Village / Crystal Bay / Reno / Sparks (September 1 - September 30)	Washoe	\$104.00	\$49.00
Las Vegas (October 1 - December 31)	Clark	\$108.00	\$64.00
Las Vegas (January 1 - May 31)	Clark	\$124.00	\$64.00
Las Vegas (June 1 - August 31)	Clark	\$93.00	\$64.00
Las Vegas (September 1 - September 30)	Clark	\$108.00	\$64.00
Stateline, Carson City	Douglas, Carson City	\$91.00	\$64.00

* See the meal and incidental chart on page one for a break down of the max per diem

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3. Employees will be reimbursed for actual expenses incurred for lodging, parking or vehicle storage fees for private automobiles and commercial transportation cost (i.e., taxi, rail tickets, etc). Receipts **must** accompany the reimbursement request.

OVERNIGHT LODGING WITHIN 50 MILES OF ASSIGNED DUTY STATION

Per Diem for overnight lodging at locations less than 50 miles from the assigned (PRINCIPAL) duty station will not be reimbursed unless:

- A. Inclement weather conditions make travel difficult; or
- B. Late night official meetings are required; or
- C. The Individual involved is hosting a conference and is responsible for the arrangements.

In such a circumstance reimbursement for applicable meals will also be allowable.

TRAVEL STATUS PER DIEM –OUT-OF-STATE

1. People (employees or agents of the district) in out-of-state travel status shall receive:
 - A. Reimbursement according to the rates as determined by the U.S. General Service Administration. Rates for lodging and meals will vary depending on the destination location, date and county. For actual allowances visit <http://www.gsa.gov> and select your destination.

When requesting reimbursement for higher room rates, the employee must get pre-approval from the Principal, Associate Superintendent, Department Director or Superintendent and must attach a copy of the pre-approved Form No. 1804 with the reimbursement request. Only pre-approved higher room rates will be considered for reimbursement.

If employees choose to utilize higher cost lodging without prior approval, the employee will not be reimbursed for costs above GSA per diem rates.

2. Employees will be reimbursed for actual expenses incurred for lodging, parking or vehicle storage fees for private automobiles and commercial transportation cost (i.e., taxi, rail tickets, etc). Receipts **must** accompany the reimbursement request.
3. When an employee is traveling out-of-state for longer than one-week, they may be reimbursed for the cost of having clothes laundered. Receipts **must** accompany the reimbursement request.

TRANSPORTATION – PERSONAL VEHICLE AND STANDARD MILEAGE RATE

Transportation on school district business shall be by the most economical means possible. Personal vehicle mileage will be reimbursed at the “standard mileage rate” allowed by the Internal Revenue Service for income tax reporting purposes. The published rate beginning January 1, 2009 is 55 cents for all business miles.

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The traveler can receive reimbursement for any personal vehicle mileage, even if transportation is within the municipality, or assigned duty station. A summary document of all mileage for a designated period of one month is highly recommended.

USE OF PERSONAL VEHICLE FOR EMPLOYEE'S OWN CONVENIENCE

An employee using a personal vehicle for his or her own convenience will be reimbursed at a rate of one-half the standard mileage rate. No additional reimbursement for meals, lodging or other expenses beyond the amount the employee would normally be entitled can be claimed. In addition, the employee must take annual leave for any extra time beyond the time necessary to travel by air.

When an employee is instructed (pre-approved by a Principal, Associate Superintendent, Department Director or Superintendent) to use a personal vehicle for travel on district business, the standard mileage rate can be applied. This would especially apply when the standard mileage rate for personal vehicle transportation would be less than the air travel expense.

TRAVEL ADVANCE

To receive a travel advance, the EMPLOYEE must submit a memo requesting the advance, and the request must:

- Be submitted a minimum of two weeks before the scheduled date of departure and **exceed** the amount of the pre-approved per diem for one full day of In-State travel; and
- Have a copy of the pre-approved Travel and Per Diem Request form attached.

Travel advances will be issued on an exception basis and a reconciliation of the travel advance must be submitted within five (5) days from the date travel status ends.

Travel advances constitute a lien upon the employee's wages and no additional travel advance or travel reimbursement will be processed while an advance remains outstanding.

(Fiscal Note)

Employees who are required to travel in order to serve the needs of the public are entitled to reimbursement of expenditures. Employees who are not financially capable of incurring the out-of-pocket cost may need a cash advance to enable them to travel. A travel advance is a privilege not a right afforded to the employee.

PRE-PAYMENTS OR ADVANCED PAYMENTS

To request a pre-payment or advance payment for registrations, conference fees or other associated cost of travel or training, the purchase requisition must:

- Be submitted a minimum of two weeks before the scheduled date of departure; and
- Have a copy of the pre-approved Travel and Per Diem Request form available as support.

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PAYMENTS BY ANOTHER AGENCY OR ON BEHALF OF THE TRAVELER

If any portion of the cost of travel or per diem is paid by another agency, the reimbursement from the school district must be reduced by an equivalent amount.

If registration fees provide for meals, employees must not request reimbursement for the meals furnished at the event.

USE OF BANK OF AMERICA PURCHASING CARD (P-CARD) FOR EMPLOYEE RELATED TRAVEL AND PER DIEM IS PROHIBITED

The P-Card may be used for registration fees, rental car and airfare.

Any use of the P-Card for purchasing meals, lodging, goods or services while in travel status is not permitted.

SCHOOL DISTRICT OWNED VEHICLES

When available, a school district vehicle should be used for travel. This is especially valid when one or more employees travel to the same location for the same period of time. District vehicles are highly recommended when transporting employees and students to sponsored events.

TRIP OR RESERVATION CANCELLATION

Employees, who cancel, postpone, delay or change reservations may be required to reimburse the district for any or all of the cost incurred due to cancellation or change in the travel plan.

HOST ACCOUNT APPROPRIATIONS (NEW)

The Board of Trustees approved a Host Account for the Superintendent so provisions for refreshments can be served for meetings held within the District. Only the Superintendent can obligate funds for refreshments or food served to individuals/employees in offices or at meetings benefiting the District goals and objectives.

TOTAL DISTRICT COST FOR TRAVEL REQUEST

Form 1804 is the official and only document accepted by the District to support the reimbursement of travel claims in conjunction with pre-approved travel expense authorization. The total travel request approved is the limit available for reimbursement. The employee will not be reimbursed for amounts exceeding the pre-approved total district cost for the travel requested.

Adopted: April 15, 1981

Revised: January 27, 2004

January 18, 2005

February 8, 2007

December 11, 2007

March 24, 2009