

*Adopted:*  
*Revised:*

9/23/1975  
12/18/1984

*Saint Paul Public Schools Procedure*

*412.00*

## **412.00 STAFF/EXPENSES, TRAVEL**

### **Travel Expenses**

#### **1. Transportation**

Round-trip transportation to Minneapolis-St. Paul air terminal from residence or from 360 Colborne.

Air transportation, coach rate wherever possible, to and from destination. Receipt of payment must accompany the request for reimbursement.

Transportation at destination shall be by cab, airline limousine, or public transit. Car rental shall be permitted only in unusual cases and when approval has been granted in advance. When car rental is allowed, receipts must accompany reimbursement request.

In cases where an employee drives his/her car, reimbursement shall be based on round-trip air coach or the current standard amount paid per mile to District employees as established by the Board for use of a private vehicle, whichever is less. Lodging and meals during travel by car will not be reimbursed. If passengers accompany the driver, only the driver shall be reimbursed.

When an employee drives his/her own car and uses it for transportation at the destination, reimbursement shall be at the current standard rate paid per mile to District employees as established by the Board. Housing of the car at location shall be reimbursed.

#### **2. Lodging**

Reimbursement shall be at the single room rate for as many nights as are required to cover necessary meetings and to coincide with airline schedules. Receipt of payment of the hotel bill must accompany the request for reimbursement. If lodging is provided other than in a hotel, an explanation must accompany the travel voucher.

In cases where a spouse accompanies the employee, the reimbursement shall be based on the single room rate which should be noted on the bill by the hotel.

When people share a room, both must submit a bill for lodging.

**STAFF/EXPENSES, TRAVEL (continued)**

**Travel Expenses (continued)**

3. Meals

Reimbursement shall be for food only. No reimbursement will be made for cocktails or entertainment.

Employees shall be expected to be prudent in their selection of restaurants so as to keep food charges within reason.

Meal charges for banquets and other special cases where the charge is unusually high shall require a receipt for reimbursement.

4. Travel Advances

A staff employee may draw on the travel advance fund to cover expenses for travel to conventions or conferences held outside the City of Saint Paul.

All requests for travel advances shall be made on the appropriate form available in the Business Office.

The employee shall list estimated expenses in the following manner:

- Cost of airfare (coach only)
- Transportation to and from airport
- Lodging, dates required
- Meals, dates required
- Other costs
- Purpose of each

Advances shall not exceed \$1,000.00.

Advances may not be outstanding for more than 30 days from the date of the conclusion of the event which the employee attended.

No advances will be granted if there is a previous advance outstanding.

Under state law, the entire amount of the advance must be repaid to the Travel Advance Fund. The advance may not be deducted from the actual expenses incurred when preparing the regular Travel Claim Reimbursement.

**STAFF/EXPENSES, TRAVEL (Continued)**

**Travel Expenses (Continued)**

Travel Advances (Continued)

The staff member must submit an itemized accounting and must repay the travel advance completely within thirty (30) days after attending the meeting. If no advance was made but reimbursement was authorized, the employee is to submit the itemized list within thirty (30) days.

In the event that an employee leaves district employment with an advance outstanding, the business affairs office will withhold that member's final salary payment until the advance has been repaid.

5. Miscellaneous

- Tips shall be included with meal charges; other tips identified separately.
- No personal telephone calls shall be reimbursed. Business calls to the District office should be made collect when possible.
- Registration fees shall be reimbursed when the request for reimbursement is accompanied by a receipt.
- Association membership fees may be reimbursed with prior approval of the Superintendent.
- An unusual expense that would not ordinarily be associated with a convention, workshop or seminar, such as extended stays for visiting schools or other activities, shall be reimbursed only when approval has been granted prior to the trip and by the proper administrative supervisor.
- Materials purchased at workshops or conferences that are needed for the meetings, or are to become property of the District, shall require receipts for reimbursement.
- Any unusual expenditure not outlined in the items shall require prior approval of a supervising administrator if reimbursement is to be requested.

**CROSS REFERENCES:**

**LEGAL REFERENCES:**