

Business and Noninstructional Operations**TRAVEL**

The Tehama County Superintendent of Schools shall authorize payment for actual and necessary expenses, including travel, incurred by any employee performing authorized services for the Tehama County Department of Education.

The County Superintendent or Deputy Superintendent may approve employee requests to attend meetings in accordance with the adopted budget.

Expenses shall be reimbursed within limits approved by the County Superintendent. The County Superintendent and/or the Deputy Superintendent shall establish procedures for the submission and verification of expense claims. He may authorize an advance of funds to cover necessary expenses.

The County Superintendent may establish an allowance on either a mileage or monthly basis to reimburse authorized employees for the use of their own vehicles in the performance of assigned duties. Such allowance shall only be paid when the driver is appropriately licensed.

Authorized employees may use Department credit cards while attending to Department business. Under no circumstances may personal expenses be charged on Department credit cards.

Legal Reference:

EDUCATION CODE

1081 Travel expense

1091 Travel expense to attend board meeting

1200-1205 County Superintendent of Schools Salary and Expenses

44016 Travel expense

44032 Travel expense payment

44033 Automobile allowance

44802 Student teacher's travel expense

Policy

Adopted: January 18, 2012; January 2013

TEHAMA COUNTY DEPARTMENT OF EDUCATION

Red Bluff, California

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Travel Requests and Approval

All travel outside of Tehama County requires pre-approval by the employee's supervisor and the Deputy Superintendent. A Travel Requisition shall be prepared in Escape. Approval will be done electronically by the supervisor, Coordinator of Internal Business Services, Office Manager, and the Deputy Superintendent. Program managers are responsible for determining that the travel is appropriate and within the budget. A Travel Requisition is required whether there are anticipated expenses or not.

Unless circumstances preclude, the requisition should be submitted 15 days in advance of departure. Employees who make their own reservations prior to approval may be responsible for cost or expenses.

Upon return, if the employee incurred reimbursable expenses, they should complete a Claim for Travel Reimbursement. The claim will be approved by the supervisor and routed to the Business Department.

A Travel Requisition is not required for Regional Projects within the region when there are no expenses, however, the Office Manager shall be advised if you are to be out of the office.

Necessary Travel Expenses

Actual and necessary travel expenses to meetings, conference, or workshops with prior approval shall be paid.

1. Registration

Actual costs for registration and other fees will be paid upon presentation of appropriate receipts and/or registration forms.

2. Lodging

When overnight lodging has been authorized, the Department will reimburse the actual cost of the room. An itemized receipt is required and must be submitted with the Claim for Travel Reimbursement form if the employee paid for the lodging out of their own pocket or attached to the US Bank Statement. Discounted room rates are to be requested. Employees are encouraged to request a hotel/motel transient occupancy tax waiver.

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3. Meals

Employees on travel status during meal periods and out of the county may claim meal expenses on a per diem basis according to the following schedule:

Breakfast	\$8.00
Lunch	\$12.00
Dinner	\$26.00
 Total	 \$46.00

Meal expenses exceeding the above-allowed amount will be the employee's responsibility. Meal functions officially part of the meeting, workshop, or conference shall be reimbursed for actual costs when accompanied with a receipt. Meal reimbursements shall not include alcoholic beverages.

Meal allowance for some projects will meet the requirements of the grant and receipts may be required.

Acceptable meal timelines are as follows:

- a. Breakfast - Only reimbursed on a trip which began on the previous day.
- b. Lunch - Leave before 11:00 a.m. and return after 1:30 p.m.
- c. Dinner - Leave before 5:00 p.m. and return after 7:00 p.m.

4. Transportation/Mileage/Private Owned Vehicles

- a. The Department will reimburse the actual cost of commercial transportation (example: plane, train, bus, taxi, shuttle, etc.). Receipts are required.
- b. The Department will reimburse employees for the use of a privately owned vehicle at the current approved IRS rate. Since the Department cannot reimburse employees for miles driven between home and work, actual miles will be paid from the Department, your assigned workstation, or home, whichever is less.

Example 1:

You live in Redding and are going to a seminar in Chico. You will be reimbursed mileage from the Department to Chico.

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Example 2:

You live in Chico and you are going to a seminar in Sacramento. You will be reimbursed mileage from your home to Sacramento (assuming you do not travel to the Department or your assigned workstation before going to Sacramento).

Privately-owned vehicles may be authorized for an employee's use when such use is determined to be in the best interest of the programs operated by the department. The County Superintendent or Deputy Superintendent shall make such determination and authorize use of a private vehicle at the time the travel request is submitted and approved.

Employees who are authorized to use their private vehicles by the County Superintendent or Deputy Superintendent may submit claims for mileage reimbursement upon completion of the travel. Mileage will be reimbursed at the current IRS rate. Only those miles traveled in the performance of authorized and official business of the department may be claimed.

Employees wishing to use their own vehicle when on authorized business of the department, and when a county-owned vehicle is available, shall be reimbursed at one-half of the current IRS rate. Prior approval must be obtained from the County Superintendent or Deputy Superintendent.

Department gasoline credit cards or CAL-Cards shall not be used to purchase gasoline, oil, etc., for privately owned vehicles.

5. Monthly Mileage Allowance

The County Superintendent may establish a monthly mileage allowance for designated employees to reimburse such employees for the use of their own vehicles in the performance of assigned duties.

The provision of such an allowance shall be documented in an employment contract or other written agreement. No other documentation is required.

Monthly mileage allowances shall be intended to cover the following expenses associated to attendance at authorized meetings:

- a. Mileage within 150 miles one-way of the Department. Designated employees may claim mileage over and above the 150 miles one-way. For

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example: if the trip one-way is 350 miles, the employee may claim mileage for 200 miles.

Expenses in excess of those above will be reimbursed by the Department through the established travel reimbursement procedure.

6. Miscellaneous Expenses

The Department will reimburse the cost of miscellaneous necessary expenses such as work-related telephone calls, photocopies, faxes, parking fees, and bridge tolls. Receipts must be submitted. Reimbursements will not be made for personal services.

Advance of Funds

The County Superintendent may authorize a request for an advance of up to 80% of the total estimated expense to cover necessary travel expenses, less any prepaid costs. Such advance shall be adjusted upon the filing of a Claim for Travel Reimbursement form. In order to receive an advance of expenses, a Travel Requisition must be completed in Advance 15 days in advance.

Travel and Per Diem Reimbursed to the County by Other Agencies

The County Superintendent may allow mileage and per diem at rates allowed by other agencies if the Department is being reimbursed by other agencies for that employee's travel expenses.

Travel within the County

Travel within Tehama County should be approved by the program manager. Information on the whereabouts of staff is maintained at each program office and at the main reception desk for staff stationed at Lincoln Street. To claim mileage for travel within the county, the employee shall complete the monthly mileage form and submit it to their supervisor and then to the Business Department.