

Linden USD

Administrative Regulation

Travel; Reimbursement

AR 3350

Business and Noninstructional Operations

1. Claims for Travel

Claims for travel expenses for approved travel shall be submitted in accordance with rules and regulations adopted by Linden Unified School District Governing Board. The following minimum requirements of Section 17433 of Title 5 of the California Administrative Code shall apply:

- a. All travel and related expenses must have prior administrative approval.
- b. The purpose of the trip shall be shown.
- c. Sufficient detail shall be provided to establish that the expenses incurred were necessary to accomplish the purpose of the travel.
- d. The claim must be approved by the Superintendent or designee.
- e. Detailed (itemized) receipts or vouchers shall accompany all claims.
- f. Conferences which require overnight accommodations must be approved by the Superintendent.

2. Subsistence Allowance - 24 hours or more

Reimbursements shall not be made for any staff member attending conferences unless the conference is part of a professional development plan and/or outlined in the staff member's annual evaluation.

Meals

Breakfast	-	not to exceed	\$ 9.50
Lunch	-	not to exceed	\$ 12.50
Dinner	-	not to exceed	\$ 22.00

Total			\$ 44.00
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Lodging (receipt required)	Actual lodging expense up to \$130.00 plus tax on entire cost of lodging rate.
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Lodging with prior written approval (receipt required) Actual lodging up to \$160.00 plus tax on entire cost of lodging rate.

When approving lodging expenses that exceed \$130.00 plus tax, the following documentation must be attached to the travel expense claim:

- a. All requests and approvals to exceed the \$130.00 lodging rate must be made prior to the date of travel by the Supervisor and Superintendent.
- b. All requests and approvals must be in writing and include the following information:
 - (1) The name and address of the establishment where the expenses are to be incurred,
 - (2) The amount of the anticipated expenses.
 - (3) The reason(s) why it is necessary to incur expenses in excess of \$130.00 such as, but not limited to:
 - (a) Employee is required to stay at the lodging site.
 - (b) Employee is handicapped and requires "reasonable accommodations."
 - (c) School business will be conducted in late night meetings.
 - (d) Cost of transportation to alternative lodging equals the cost of the rate being requested.
 - (e) Availability of transportation to alternative lodging.
 - (f) Availability of alternative lodging.

3. Subsistence Allowance - Less than 24 hours

Expenses of approved trips of less than 24 hours in duration may include but are not necessarily limited to the following: parking, bridge tolls, taxi fares; hotel bus fares, lodging and meals. Meals and lodging shall be reimbursed at a rate not to exceed the foregoing, subject to the following time constraints:

Breakfast: Breakfast may be claimed if travel time began at or prior to 6:00 a.m. and terminated at or after 9:00 a.m.

Lunch: Lunch may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.

Dinner: Dinner may be claimed if travel began at or prior to 4:00 p.m. and terminated at or after 7:00 p.m.

Lodging: Lodging may be claimed if travel is extended overnight.

4. Use of Private Car

An employee who is required to use a privately owned vehicle shall be reimbursed at the current IRS rate.

5. Within County

Meal expenses within the county will be allowed only if such meals are an integral part of an officially assigned function.

6. Out-of-State Travel

In addition to the normal approval required for business travel, out-of-state travel, except in the Lake Tahoe/Reno area, requires the added approval of the Superintendent and Governing Board. Reimbursement will be made at the rate shown in Section II.

Regulation LINDEN UNIFIED SCHOOL DISTRICT
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revised: March 30, 1993
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