



Professional Leave Reimbursement Guidelines

Updated 1/16/2017

*Reimbursement form must be submitted within **30 days** of returning from professional development with **original itemized receipts**. **

Transportation – *Out of state travel requires more time for Board approval. Plan accordingly so the best rates can be secured.*

1. **Air Travel** - Air travel reimbursement is limited to “coach” or “economy” fares. Travel to and from airports may be by bus, taxi, or private vehicle (for which mileage will be paid); the least costly option is required. Receipts for such transportation costs, including airport or station parking, must be obtained, and the original receipt must be submitted.
2. *We encourage our employees to make their own travel arrangements after receiving Board approval. All tickets must be refundable.*
3. In order to secure reduced rate tickets, air travel arrangements should be made as far in advance as possible. Reduced rate tickets are often not refundable and only exchangeable by paying a penalty fee. Therefore, travelers must be careful to specify the dates and times correctly before tickets are purchased.
4. **Private Vehicles** – Private vehicles may be used for travel on district business. All mileage reimbursements must be made on the State Board of Accounts approved Mileage Claim Form. The claim form must be signed by your supervisor or building principal. To obtain a copy of the Mileage Claim Form, please see your building supervisor, or contact Business Services. Reimbursement of mileage in your private vehicle is at the current IRS mileage rate for the year. To find out the mileage rate, please contact Business Services, or your building treasurer. **Miles submitted should be accompanied by an odometer reading, or by using an official roadmap.** Per the Indiana State Board of Accounts, online mapping tools such as MapQuest are not permitted. Parking and tolls are permissible for reimbursement with **original itemized receipts**.

SPECIAL NOTE ON MEALS, LODGING, AND INCIDENTAL TRAVEL EXPENSES:

Per the Indiana State Board of Accounts' Uniform Compliance Guidelines (Volume 207, Page 6), only when traveling outside the boundaries of the school corporation's district (which is Eagle and Union Townships in Boone County) on official business, may officers and employees be reimbursed for meals, lodging, and incidental expenses.

Lodging

Hotel Reservations – Every effort should be made to utilize cost effective hotel options. Reimbursement for lodging will be limited to the number of nights required to conduct the assigned district business, including adequate travel time to and from the conference or business location. For example, if a conference opens on Monday morning at 8:00am in Chicago, and closes on Thursday at noon, reimbursement would be paid for Sunday through Wednesday night. **Itemized original receipts are required for reimbursement.**

If a conference registration form indicated discounted lodging rates for conference attendees, the employee should obtain a room at the hotel/motel suggested given the rate is moderate. If the suggested hotel/motel is different from the conference site and does not provide transportation (such as a shuttle) between the sites, reasonable travel fees will be reimbursed with **original itemized receipts**. A copy of your registration form with the lodging rates must accompany your expense report.

Meals –Itemized original receipts are required.

1. There is a maximum per diem rate of \$45 for reimbursement of meal expenses. If you are paying for meals for more than one person on one receipt, the names of the individuals must be written on the receipt. Tax and reasonable gratuity for meals are reimbursable.
2. The purchase of alcohol is not allowed to be reimbursed. All charges, taxes, and gratuity associated with the purchase of alcohol will be removed from the reimbursement. Every effort should be made to keep alcohol purchases on a separate receipt.

Permissible Expenses	Excluded Expenses
<p>Accommodations</p> <ul style="list-style-type: none"> • Room and Tax only. Incidental charges are the responsibility of the employee. • If sharing with someone who is not a ZCS employee attending the same event, the reimbursement will equal the total cost divided by the number of people sharing the room. 	<ul style="list-style-type: none"> • Movies • Personal telephone calls • Extra room charges associated with additional guests in the room
<p>Mileage</p> <ul style="list-style-type: none"> • The miles submitted should be the lesser of the distance from actual starting point (work or home) to the destination. • Miles must be submitted with odometer readings per State Board of Accounts guidelines 	<ul style="list-style-type: none"> • Gasoline unless travel is by rental car or school vehicle • If more than one person rides in the same vehicle, only one mileage reimbursement is allowable.
<p>Meals</p> <ul style="list-style-type: none"> • One person may pay for and be reimbursed for meals for all members of the group as long as all names are listed on the original itemized receipt. • Reasonable Gratuity. 	<ul style="list-style-type: none"> • Alcohol and any tax or gratuity associated with the cost.
<p>Parking, taxis, and tolls</p> <ul style="list-style-type: none"> • Must have original itemized receipts for charges to be reimbursed 	
<p>Registration Fees</p> <ul style="list-style-type: none"> • Registration fee for attendance at a pre-approved seminar or conference 	
<p>Purchase of Conference Materials</p> <ul style="list-style-type: none"> • The purchase of books and conference materials must either fall within specific grant guidelines or be approved in advance • Must have original itemized receipts with no tax added. 	

Use of the Corporation Credit Card

1. A corporation credit card can be used to book airline flights and **hold** hotel rooms.
2. ***Please note that holding a room reservation on the corporation credit card does not mean the room will be charged to that credit card. Setting up billing for the room must occur separately from booking the reservation. It is the responsibility of the person traveling to ensure the method of payment for their hotel room is confirmed before leaving for their trip.***
3. The corporation credit card cannot be checked out to be taken on a trip

Applicable Board Policies

This Travel Policy provides implementing administrative guidelines in regard to travel and is provided to be consistent with the applicable portions of the following official policies of the Zionsville Community Schools' Board of School Trustees:

- Policy 3243 – Professional Meetings
- Policy 3440 – Professional Job-Related Expenses
- Policy 4440 – Support Staff Job-Related Expenses
- Policy 6423 – Use of Credit Cards
- Policy 6470 – Payment of Claims

***Acceptable Itemized Receipt Example:**

682 - 601 Penn Ave
601 Penn Ave NW
Washington, District Of Columbia 20004

2016-11-06 02:43:24 pm
Francia REF#: C183296001

Quick Sale [183296] 1 Guest

1 Apple	\$0.99
1 Banana	\$0.99
1 Raspberry Mojito - Large	\$2.69
1 Pita Cinnamon Sugar	\$1.79
1 Fresh Fruit Cup	\$2.99
1 Harvest Mix.	\$1.99

Sub Total	\$11.44
Tax	\$1.14
Total	\$12.58
Tip	\$0.00
MC *3370 (144337)	\$12.58
Change	\$0.00

REF#: C183296001
Check #1 Quick Sale [183296] [183296001]

Get Cosi faster. Get it online.

***Unacceptable Receipt Example:**



4335 W. 106th St.
Carmel, IN 46032
(317) 876-0981

Date: Nov20'16 02:30PM
Card Type: Mastercard
Acct #: XXXXXXXXXXXX7721
Card Entry: SWIPED
Trans Type: PURCHASE
Auth Code: 143002
Check: 3449
Table: 42/1
Server: 1098 Audrey B

Subtotal: 38.66
TIP: 7.00
TOTAL: 45.66

CUSTOMER COPY

THANK YOU