



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: D - Fiscal Management
POLICY TITLE: Personnel Travel
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TABLE OF CONTENTS

1. PURPOSE AND PHILOSOPHY
2. PERSONNEL TRAVEL REQUEST AND AUTHORIZATION FORM
3. MEALS AND INCIDENTALS
4. MILEAGE
5. SCHOOL ADMINISTRATOR TRAVEL
6. TEACHER TRAVEL
7. REIMBURSEMENT
8. CONFERENCES AND CONVENTIONS
9. ACCOUNTABILITY

1. PURPOSE AND PHILOSOPHY

In order for the authorized personnel of Nebo School District to carry out their assignments in fulfilling the District's mission, the policy of the Board of Education is to support and to provide reimbursement for essential travel expenses. Every effort should be made to arrange schedules in such a way so as to minimize the amount of travel. District personnel and officials who incur expenses while carrying out their authorized duties will be reimbursed by the District upon submission of a properly filled out and approved District travel log and voucher with such supporting receipts as required. Such expenses may be incurred in line with budgetary allocations for the specific type of expense. A traveler on official school business will be expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business.

2. PERSONNEL TRAVEL REQUEST AND AUTHORIZATION FORM

The Personnel Travel Request and Authorization Form (IMC Form 515.0) will be completed including the "Objectives for the requested travel" section, and turned in for prior approval when traveling outside Utah or whenever the travel involves an overnight stay.

3. MEALS AND INCIDENTALS

Every effort should be made to arrange schedules in such a way so as to minimize the charging of meals to the District. It should seldom be necessary, for instance, to arrange internal business discussions over lunch within the county. Business in Salt Lake City should not be accompanied by lunch at District expense unless it is part of an extended day

conference, convention, workshop, or training. If meals are complimentary or included in the registration fee, the value of those meals should be deducted from the District per diem. The per diem meal reimbursement for District employees traveling within the State of Utah will be made at the currently existing minimum rate for Meals and Incidental Expenses (M&IE) as established by the U.S. General Services Administration (GSA) for federal employees, which is periodically adjusted from time to time by the GSA. In the year 2007, the minimum rate established by the GSA for M&IE is \$39.00 per diem (Breakfast \$7.00; Lunch \$11.00; Dinner \$18.00; and Incidentals (i.e., tips and fees) \$3.00). The per diem meal reimbursement for District employees traveling outside the State of Utah will be made at the currently existing rates for M&IE for the specific travel destinations as established by the GSA for federal employees, which is periodically adjusted from time to time by the GSA. For a list of current GSA M&IE rates, refer to the website at www.gsa.gov and select the topic "Per Diem Rates."

4. MILEAGE

Mileage for reimbursement is to start from the assigned job location. Occasionally, in emergency situations or when mileage can be conserved, travel may start from an individual's home. Travel should be organized so as to conserve travel expenditures. When official travel by personally owned vehicles has been authorized, mileage payment will be made at the currently existing standard mileage rate established by the Internal Revenue Service for business use, which is periodically adjusted from time to time by the Internal Revenue Service.

5. SCHOOL ADMINISTRATOR TRAVEL

Each school level administrator will have a budgeted amount annually for conference/convention registration, travel, lodging, and meals, which may accumulate from year to year. Registration, travel, meals, and lodging are to be paid from this amount.

6. TEACHER TRAVEL

Travel by teachers will be approved by the appropriate school administrator in accordance with this policy.

7. REIMBURSEMENT

All requests for travel reimbursement must be made monthly on District vouchers supported by an approved travel log. This log should include each destination and purpose. The distance is to be recorded daily to ensure accuracy. Incomplete travel reimbursement vouchers and travel logs will not be approved.

8. CONFERENCES AND CONVENTIONS

8.1 Attendance at all conferences and conventions is to serve the educational goals of the District. It is not the intent of the Board of Education to authorize travel to conferences and conventions as a matter of routine attendance. Employees, including Board members, working their last year in the District should not plan to

attend conferences and conventions outside of Utah unless their attendance is required as an officer, presenter, or honoree. Prior approval for attendance by the Principal, Director and Superintendent will be acted upon through the completion of the Personnel Travel Request and Authorization Forms.

- 8.2 Contemplated trips should be discussed with the immediate supervisor prior to the preparation of the travel request. Travel requests should be received well in advance so that the lowest reasonable rates may be obtained.
- 8.3 The payment of registration for conferences and workshops shall be made in accordance with purchasing policies and procedures and authorized payment methods established by the District.
- 8.4 Payment for deposits needed to hold lodging and for confirming reservations will be made in accordance with purchasing policies and procedures and authorized payment methods established by the District. All travel arrangements should be made through the Operations Department. Requests for travel arrangements with necessary information should be sent to the Operations Department as soon as possible (30-60 days prior to departure). All airline tickets should be purchased at the lowest reasonable rates in accordance with purchasing policies and procedures and authorized payment methods established by the District. Tax exempt certificates should be used to save sales tax being charged to District accounts. A person who elects to drive his/her personal vehicle will be paid the lesser amount of the airfare or mileage.

9. ACCOUNTABILITY

- 9.1 The Superintendent will provide the Board with copies of the travel requests received and approved each month to the date of Board Meeting. The requests will show who, what, where, when, and cost.
- 9.2 The Board will pay particular attention to the Objectives section of the Personnel Travel Request and Authorization Form. Supervisors will be responsible to information received by employees attending conferences, conventions, workshops, or trainings.

EXHIBITS

None

REFERENCES

None

FORMS

Personal Travel Request and Authorization Form - IMC Form 515.0
