



Book	Policies and Regulations
Section	3000 Financial Operations
Title	Travel and Reimbursement
Code	3440 Regulation
Status	Active
Adopted	July 1, 2003
Last Revised	March 15, 2019
Last Reviewed	September 8, 2017

**FINANCIAL OPERATION**  
**Regulation 3440**

**Accounting and Reporting Travel and Reimbursement**

**Travel Expense Allowance**

Upon approval of the Superintendent/designee, employees may be authorized to attend conferences, meetings, conventions, etc. When full expenses are allowed, they shall be deemed to include registration, transportation fees, lodging and meals.

Each employee allowed travel expense shall file with the Superintendent/designee an itemized account of expenses. Each employee shall submit to the Superintendent/designee such other reports as may be required.

The Superintendent may authorize attendance at professional meetings by staff members, members of the Board of Education, and others working on School District matters, and may approve reasonable expenditures that may include an amount set annually by the School Board for lodging, travel expenses and applicable registration fees.

The Superintendent shall have the power to excuse any employee from duty for the above purposes for a period not to exceed one (1) day without allowance for expenses.

**Reimbursement Policies**

1. Mileage reimbursement is not authorized between home and office/base school.
2. Employees who travel directly from home to other than office/base school on official business are entitled to a mileage allowance of the distance in excess of that from home to office/base school. The same policy is applicable to return trips. In this case a reimbursement request must show that all mileage excludes round trip mileage from home to office/base school.
3. Employees who travel from school to school on official duty are authorized mileage from the first to the last school visited subject to the restrictions outlined in the paragraph above with the following exceptions: district-wide professional development days, orientation days, district-level committee meetings and administrative meetings.
4. When transportation is performed by a privately owned vehicle, mileage is authorized at the State of Missouri allowance rate.
5. When private transportation can be pooled, the driver of the vehicle is authorized reimbursement at the annually determined rate. When transportation pooling is not desired by the individuals concerned, each traveler will be limited to an equal share of the annually determined rate per mile.

6. In performing necessary local travel, personnel will use the most direct well- traveled route between any two points. Claims for mileage reimbursement will be for actual miles driven based on odometer readings or published mileage charts.
7. Purchase order(s) must be approved prior to registration, transportation fees, lodging and meals.
8. A maximum of \$40 for meals per day will be reimbursed when accompanied by original detailed/itemized receipts. Reimbursement for expenses will be made as approved on Form 4420, upon submittal of original detailed/itemized receipts. Reimbursement will not be made for meals when overnight travel is not required. Reimbursement will also not be made for taxes, alcoholic beverages, entertainment, or tips in excess of 20% of the cost of the meal.
9. Employees must file all mileage claims and reimbursement forms within 60 days of the completed travel.

#### Federal Award Programs

If lodging and subsistence costs are charged directly to the Federal award, documentation must justify that:

1. Participation of the individual is necessary to the Federal award; and
2. The costs are reasonable and are consistent with the District's travel policy. Such documentation may include any or all of the following:

1. Agenda
2. List of attendees
3. Prior written approval
4. Written qualification statement

Grant funds will not be used for temporary dependent care costs unless specifically permitted by the awards' authorizing statute, regulation or department.