

TRAVEL, MILEAGE, REIMBURSEMENT

General

- A. Authorization for Travel forms must be submitted and approved before departure for all travel outside Humboldt and Del Norte County.
- B. All expenses will be recorded on an Authorization for Travel and Travel Expense Claim.
- C. Claims must be submitted as soon as possible after the completion of the authorized travel.

Travel Authorization Forms

- A. Two approved copies of the Travel Authorization form will be returned to the department—one for the employee and one for the department. The original will remain in the Business Office.
- B. Staff are advised to contact their department/program secretary for instructions on travel arrangements.
- C. When travel accommodations involve more than one staff member, every effort should be made to coordinate travel and reservations.
- D. Travel shall be at the lowest class or fare.
- E. Mode(s) of transportation shall be approved in advance. Use of personal vehicles shall be approved only when no Office of Education vehicle is available or the supervisor/designee determines it is not cost effective or practical to use an Office of Education vehicle.
- F. Unusual delay or a deviation from the safest, most direct route shall be explained. If additional expenses are incurred due to causes beyond the control of the individual, the additional expenses may be allowed after approval by the Superintendent or designee.
- G. Travel advances may be approved if the Superintendent/designee determines that extenuating circumstances exist.

Travel Expense Claims

Actual and necessary travel expenses shall be allowed in accordance with the following guidelines:

- A. Subsistence Allowance. All persons on travel status will receive a per diem allowance based upon the circumstances and duration of travel. (A Flat Rate Allowance may be substituted for the per diem allowance when a lower rate is all that the budget will allow.)
- B. Expense Itemization. All expenses shall be properly itemized, accompanied by the necessary vouchers, and approved by the Superintendent or designee. If claims total more than that listed on the Travel Authorization form, appropriate explanation should be attached.
- C. Personal Expense. Established charges by common carriers or terminal stations for the handling or transportation of necessary personal or official baggage will be allowed. No other personal expenses shall be claimed.
- D. Receipts or vouchers shall be submitted for every item or expense except as follows:
1. Streetcar, ferry, bridge or road tolls.
 2. Long distance telephone charges if date, place and party called are shown.
 3. All incidental expenditures of \$1.00 or less; i.e., parking meter.
 4. Meals when contained in the per diem allotment.
- E. Agency Reimbursed Travel. When the subsistence expenses (meals, miles or lodging) are negotiated or paid for by an entity other than the Office of Education (i.e., state required and reimbursed travel), the employee will claim expenses for the type of travel involved in accordance with Office of Education travel regulations. The Office of Education will then bill the appropriate entity for costs paid.
- F. Lodging Cost. If an employee is attending a conference and meals and lodging are a necessary part of attending the meeting, actual lodging expenses may be claimed. A paid voucher or receipt is required for such lodging.
- G. Excess Meal Cost. Whenever an employee is assigned to attend a convention, conference, or a meeting, the actual expenditures for meals which constitute an official part of such an event may be paid in lieu of the per diem allowance. In such cases, the particular meal allowances in the per diem allotment will be deducted in accordance with the rates

listed below under Meals Allowance.

Where the Duration of Travel is Greater than 24 Hours

Where the duration of continuous travel is more than 24 hours, a per diem allowance of \$64 is allowed. In computing the allowance, one full per diem allowance will be paid for each full 24-hour period beginning with the traveler's first full day of travel. The first and last day of travel will be reimbursed at 75% of the total per diem (\$48).

Where the Duration of Travel is Less than 24 Hours with Overnight Stay

A. Meals Allowance

1. When ordered from the menu, a breakfast, lunch, or dinner may be reimbursed based on the following schedule:

Breakfast	\$ 15.00
Lunch-	\$ 19.00
Dinner	\$ 30.00

2. Fixed Price Meals – Actual expenses will be allowed for a “fixed price” breakfast, lunch, or dinner, and a receipt is required.

B. Lodging Costs

If the traveler incurs any expenses for lodging during such a period, he/she may be reimbursed the total cost of the lodging. A voucher will be required for such lodging.

Where the Duration of Travel is Less than 24 Hours without Overnight Stay
Meals may be reimbursed *only* if necessary business was conducted during the mealtime as evidenced by a published agenda, the meeting required business with associates who are not employees of the County Superintendent and/or the required business is approved in advance. Staff should make every attempt to follow the meal allowance rates for this type of business meeting.

Meeting Qualifications

A meeting may be formal or informal and may be held in or out of the county. It can be called by an individual, a district, or an organization, and its purpose must be to deal with an issue, or issues, of mutual concern to the group and the Humboldt County Office of Education.

Communications should be in evidence to substantiate the calling of the meeting.

At least two persons must attend the meeting, one of whom must be employed by an agency other than the Office of Education in order for the costs to qualify for reimbursement.

No reimbursement for meals will be allowed if a conference or similar meeting is called by the County Superintendent of Schools to disseminate information to employees.

Overtime Meals - When an employee is requested by his/her supervisor to work more than two hours past the normal quitting time (requires working for more than 9-1/2 hours in the day) and it is unreasonable for the employee to return to his/her residence for meals, reimbursement may be allowed for actual cost of a meal not to exceed those rates set in Meals Allowance above. For each additional four hours worked, a meal allowance not to exceed a total of three overtime meal allowances in any 24-hour period may be allowed. No overtime meal will be allowed if an employee also claims per diem.

Modes of Travel

A. General

In general, transportation reimbursement shall be at the lowest cost method; however, in addition to cost, duration of travel, time away from work, and meeting schedules will be taken into consideration when determining the mode of travel.

B. Airplane Travel

(For employees only, not consultants and contract people.)

Arrangements for travel should generally be made through your department/program secretary or an approved vendor. "No Show" charges may not be claimed except when it is determined by the Superintendent/designee that extenuating circumstances existed. Unused airplane tickets should be returned to the Business Office with the expense claim as soon after return as possible to ensure proper credit.

C. Privately Owned Automobiles

1. Mileage reimbursement for travel in a privately owned automobile is allowed only in the following circumstances:

- A County Office vehicle is not available and the trip does not parallel the route of a common carrier; or

- It is not practical to use a County Office vehicle or a common carrier for the work assignment or the employee’s approved travel plan; or
 - Two or more employees or other agency staff members are transported in the privately owned automobile with a resulting savings. (Only the owner submits a claim.)
2. If a County Office vehicle is available, but an employee elects to drive a privately owned vehicle, mileage will be reimbursed at 50% of the mileage reimbursement as calculated under section C3. (e.g. An employee prefers to drive his/her own vehicle, or an employee is combining personal time or vacation with an approved business trip, and it would not be appropriate to use a County Office vehicle.) Prior approval of this election to use a private vehicle and/or exceptions to this partial reimbursement standard must be obtained from the Superintendent or designee.
3. Mileage reimbursement is at a rate typically set annually on July 1. However, the Superintendent shall have discretion to adjust the reimbursement rate as of a date other than July 1 when such an adjustment is warranted. Reimbursement shall be only for mileage directly related to the authorized assignment. In addition to the mileage allowance, claims are allowed for:
- a) Ferry, bridge and road tolls
 - b) Parking fees (must submit receipt unless under \$1.00)
- D. Automobile Rentals
Automobile rentals must be preauthorized and are to be used only when circumstances warrant such use. A receipt must be submitted with the expense claim. Office credit cards are available.
- E. Humboldt County Office of Education Automobiles
In cases where authorized travel is by Office of Education vehicles, actual and necessary travel expense shall not include mileage expense or other expenses incidental to the use of Office of Education-owned vehicles.

Other necessary expenses which cannot be paid by Office of Education credit card, and which are incidental to the use of Office of Education vehicles on a trip, can be submitted on the Travel Expense Claim with appropriate documentation.