

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 2100-1
SUBJECT: REQUESTS FOR OUT-OF-DISTRICT LEAVE AND FOR REIMBURSEMENT OF EXPENSES	DATE OF ISSUE: 6/18/80 <hr/> REVISIONS: 01/01/01; 03/05/01; 12/19/08 <hr/> PREPARING OFFICE: ADMINISTRATIVE AND SUPPORT SERVICES

I. PURPOSE:

To establish the criteria and procedures relating to requests for leave by staff and requests for reimbursement of staff for travel expenses.

II. PERSONNEL AFFECTED:

All Employees

III. GENERAL CONSIDERATIONS:

- A. **Permission to Travel:** Employees must secure permission for out-of-district travel prior to attendance at events, functions, or activities from the department administrator, general director, or his/her designee. An employee is considered to be on official travel when the trip has been approved by the general director of personnel services or his/her designee.
- B. **Personal Funds to be Supplied:** Employees shall provide themselves with sufficient funds for all current expenses. Advance payment of district funds for travel expenses will be limited to previously approved airline tickets and registration fees.
- C. **Reimbursable Expenses:** To be eligible for reimbursement of expenses, the employee must be registered for an approved event, function, or activity. Allowed reimbursements shall be limited to lodging, transportation, and other actual and necessary expenses (subject to specific allowances delineated in Section VII) related to attendance at the approved event, function, or activity. Reimbursement shall be limited to expenses for the employee only--not for spouses traveling with the employee. If a spouse travels with the employee, it is at the expense of the employee.
- D. **Nonreimbursable Expenses:** No expense reimbursement for any purpose shall be allowed when an employee receives remuneration for speaking or otherwise performing at conventions, workshops, seminars, or other such meetings or activities unless his/her remuneration is remitted directly to the district and evidence of such is submitted with the request for reimbursement.

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**IV. PREPARATION OF REQUEST FOR PROFESSIONAL LEAVE (STOCK
NUMBER 8216-00)**

A Request for Professional Leave must be submitted prior to the leave by any employee of the district who is traveling to a school-related activity (including Saturday and Sunday) or other professional activity. All employees should use Stock No. 8216-00 when making application for professional leave.

Request for Professional Leave and Travel With No Reimbursement

- A. Complete Section A only.
- B. Signatures must be obtained from:
 - 1. Immediate Supervisor
 - 2. Administrator in Charge of Expenses
 - 3. Department Administrator or General Director

(FORWARD TO PERSONNEL OFFICE FOR PROCESSING)

Request for Professional Leave and Travel With Reimbursement:

- A. Complete Section A only. An estimate of expenses is required prior to approval. Include all estimated travel expenses even if tickets, registration, etc., are paid by the district on a purchase order.
- B. The administrator in charge of activity should fill in fund, cost center, and account number.
- C. Signatures and approval are necessary the same as B-1, 2, and 3 above.

(FORWARD TO PERSONNEL OFFICE FOR PROCESSING)

IMPORTANT: THE GOLDENROD COPY WILL BE RETURNED TO THE APPLICANT WHEN FINAL ACTION HAS BEEN TAKEN. THIS FORM WILL NEED TO BE RETAINED IF REIMBURSEMENT AND/OR PROFESSIONAL DEVELOPMENT POINTS ARE REQUESTED.

V. TRANSPORTATION

- A. Travel to and from the conference or convention shall be reimbursed in the amount of the actual commercial fare. Travel within the destination area shall be by the most economical means available and is reimbursable. (First-class air fare will be

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reimbursed if lower priced fares are unavailable--requires written statement from agency issuing tickets.)

1. **Direct Purchase of Tickets:** If an employee desires, airline reservations may be made through a travel agency. It will be necessary for the employee to make all flight arrangements directly with the agency. Only authorized travel tickets can be charged to the school district. The employee must submit a General Requisition form to the business office. The business office will prepare a Purchase Order which can be submitted at the time the employee obtains the ticket.
 2. **Refunds on Unused Tickets:** If it is necessary to change travel plans resulting in a refund, the unused portion of the ticket must be submitted to the business office for credit to the school district.
 3. **Sign Pink Copy of Purchase Order:** The receiving copy (pink) of the Purchase Order must be signed upon return from the trip and submitted to the Accounts Payable Department so that all charges and payments will be made properly to the district. Do not turn in the receiving copy of the purchase order before the trip is made.
- B. **Automobile Travel:** If an employee is approved to drive a personal car instead of using a public mode of transportation, reimbursement will be for the lowest available coach fare (amount of fare to be determined by the associate superintendent of administrative services) or actual mileage driven times the district allowance per mile, whichever is the lower amount. The school district's per mile rate is the maximum amount allowed by the IRS.
- C. **District-Owned or Leased Automobiles:** Only the actual expenses incurred, including turnpike and gas charges, will be reimbursed. The use of district-owned automobiles for out-of-district travel shall be limited to a distance of 700 miles one way. Exceptions for unusual circumstances may be granted by the general director of human resources when the request is submitted in writing at least two weeks prior to the proposed date of travel.
- D. **Taxicabs, Buses, Limousines, Rental Vehicles, Parking Fee, Turnpike Fee:** Cost will be reimbursed when their use is required in the performance of official duties.

VI. PREPARATION OF EXPENSE ACCOUNT (STOCK NUMBER 8038-00)

- A. Every employee will use Stock No. 8038-00 when requesting reimbursement for proper personal expenses as outlined in this regulation. This form must be

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submitted within ten days following the trip. Reimbursements not submitted within the ten day limit will only be considered for reimbursement with approval of the employee's supervisor. Requests for reimbursement must be made within the year funds are to be expended, unless funds are encumbered in the previous year.

- B. The form will be prepared, in detail, supplying all information and supporting data as called for in this regulation.
- C. The completed form will be submitted in triplicate.
- D. The goldenrod copy of the approved Request for Leave and Travel and receipts for hotel/motel, turnpike fees, parking fees, registration, airline passenger ticket (last sheet of ticket used), railroad ticket, bus ticket, and rental vehicle must be attached to the completed Stock No. 8038-00 and sent to the administrator in charge of expenses who then forwards it to purchasing in the business office the for processing.
- E. If approved for processing, the business office will retain the original and one copy (to the business office) and return one copy to the person submitting the expense account.
- F. Stock No. 8038-00 will serve the same purpose that a General Requisition serves and will be used as an invoice and filed as such in the business office for audit purposes.

VII. SUMMARY OF EXPENSES WHICH WILL BE ALLOWED FOR APPROVED TRAVEL:

- A. Actual fare for common carrier transportation.
- B. District allowance for mileage will be the maximum rate allowed by the IRS per mile for approved use of personal car. The IRS rate will be periodically verified by the business office. Any changes in the IRS rate will be reported by the Business Office to all school district employees.
- C. Meals: If the employee travels within the state, he/she will be reimbursed a per diem for meals at the rate of \$24. If the employee travels outside of the state, he/she will be reimbursed a per diem for meals at the rate of \$30.

The standard per diem meal allowance is for a full 24-hour day of travel. If the employee travels for part of a day, such as on the days you depart and return, the amount reimbursed will equal 75% of the per diem meal allowance rate.

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If the employee travels for only one day, the amount reimbursed will equal 50% of the per diem meal allowance rate.

- D. Single rate for hotel room.**
- E. Registration expenses (this does not include professional dues or fees).**
- F. Expenses for travel to and from the airport plus travel expense to and from the convention building and hotel.**
- G. Turnpike expenses.**
- H. The day prior to the conference, during the conference, and the day following the conference if the day before and the day following the conference are necessary for travel.**

NOTE: Expenses for dry-cleaning or nonbusiness long distance telephone calls are not reimbursable. Reimbursement for tips will not exceed 15 percent of expenditures for meals, taxis, etc.

Requests must be initiated in advance to allow enough time for reasonable processing before leave is taken. Expenses will not be reimbursed if leave is disapproved at any level.

Any exception to the guidelines contained in this section must be approved prior to travel by the associate superintendent of administrative services or the superintendent.

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VIII. MILEAGE CHART

**(Based on Kansas Department of Transportation
Mileage chart)**

Kansas City airport (Round Trip) 150 miles