

# MONROE CITY SCHOOLS EMPLOYEES



## FISCAL YEAR 2019-2020 POCKET GUIDE TO TRAVEL REGULATIONS

*(Effective July 1, 2019)*

### **PARKING**

All parking is reimbursed with submission of original receipts.

### **TIPS (BAGGAGE/PARKING)**

At hotel and airport  
Not to exceed \$10.00 for the entire trip

### **LUGGAGE ALLOWANCE (Receipt Required)**

A Department Head or their designee may approve reimbursement to a traveler for airline charges for first checked bag for a business trip of 5 days or less (one standard airline luggage 50lbs). The traveler must present the original receipt to substantiate these charges. Travelers will be reimbursed for excess baggage charges (overweight baggage) only in the following circumstance:

- If you are traveling with heavy or bulky materials or equipment necessary for business
- If you are a presenter

### **REIMBURSEMENT FOR OTHER EXPENSES OFFICIAL DISTRICT BUSINESS**

#### **Telephone:**

All charges must have a receipt. All communication expenses shall be relative to official district business and should be so indicated on the travel reimbursement/advance form.

#### **Internet Access charges:**

For official district business from hotels or other travel locations are treated the same as business telephone charges.  
(Receipts Required)

#### **Personal Calls – None allowed Not Reimbursed**

### **SHUTTLE/TAXI (Receipt Required)**

The cost of public ground transportation such as buses, subways, airport shuttle/limousines, and taxis are reimbursable when the expenses are incurred as part of approved travel. The district will fund the most reasonable rate for shuttles and cabs to and from airport/hotel. A receipt for airport shuttle/limousines and taxi reimbursements must be secured and submitted for the actual amount **(For tips, see tips section).**

### **RENTAL CARS/GASOLINE**

Rental car fees are not funded by the district during a conference/meeting. Rental cars utilized are the sole responsibility of the employee. Rental cars may be funded when a group representing the school or district is traveling. Arrangements must be approved by supervisors and division heads except when approved by superintendent. Gasoline receipts are required when using rental cars.

### **REIMBURSEMENT**

Transportation costs, registration/admission fees, lodging costs, and meals are refundable according to existing guidelines set by the business office. Tax exemption forms are required for in-state travel.

### **TRAVEL REIMBURSEMENT DOCUMENTS**

1. Complete Travel Reimbursement Form
2. Registration Receipt
3. Lodging Receipts
4. Airline Receipts
5. Turn in Travel Reimbursement within two weeks of trip to ensure timely reimbursement.
6. Attach a copy of the signed request for absence travel form.
7. Advance Travel form for 3 or more nights (Meals/Mileage)
8. Advance payments will be made upon request for lodging, registration, and airfare by completing a requisition form.

### **TRAVEL TIPS**

**Plan ahead.** If you have a unique situation coming up and you are unsure of the proper protocol or method to handle something, call your immediate principal/district supervisor and ask.



**GENERAL:**

**TRAVEL AUTHORIZATION:**

All non-routine travel must be authorized and approved in writing by the Principal, head of the department (for whose fund the traveler is paid) or supervisor and Superintendent.

**PROCESS FOR APPROVAL**

Once the conference/meeting is selected, all required documents must be given to the immediate principal/district supervisor for validation and recommendation for approval. Documents are then forwarded to the Division Executive Director/Director for signature and then sent to the Superintendent for final approval.

**TRAVEL REQUEST DOCUMENTS**

The following documents must be presented when seeking approval for travel:

1. Request for Travel/Absence Form Complete
2. Conference/Meeting Notice (Agenda)

**ARRANGEMENT**

Once travel has been approved, and the funding source determined arrangements can then be made.

**REGISTRATION**

Processed by the school or district division staff, registration fees must be paid with school/district checks or district purchase orders. All other arrangements for payment of fees must be approved by the appropriate administrator before processing. Original receipts from the conference/meeting and hotel must be submitted upon return and must show how payment was made (i.e. cash, credit card, or check). If not, it must at least show that no balance is due and the bill/fee has been paid.

**MEALS ALLOWANCE  
INCLUDING TAX AND TIPS  
TRAVEL WITH OVER NIGHT STAY**

Travelers may be reimbursed for meals according to the following schedule.

Breakfast – must leave before 6:00 a.m.

Lunch – must leave before 10:00 a.m.

Dinner – must return after 6:00 p.m.

**\*\*Note:** In-State meals will begin the evening before the meetings/conferences if the starting time is 8:00 a.m. – 9:00 a.m.

Receipts are not required for routine meals within these allowances. Partial meals such as continental breakfast or airline meals are not considered meals.

**IN STATE MEALS**

Breakfast/Tip	\$6.90
Lunch/Tip	\$10.35
Dinner/Tip	\$17.25

**NEW ORLEANS MEALS**

Breakfast/Tip	\$9.20
Lunch/Tip	\$11.50
Dinner/Tip	\$21.85

**OUT OF STATE MEALS**

Breakfast/Tip	\$11.50
Lunch/Tip	\$17.25
Dinner/Tip	\$28.75

**SINGLE DAY TRAVEL**

**Note:**

**Meals are not eligible for reimbursement on single day travel.**

**ROUTINE LODGING ALLOWANCES**

Hotel arrangements should be made by the individual participant, school, or district staff. When a school district check is used, the principal or his designee and/or a district staff person shall execute the transaction. Individuals making their own hotel arrangements may do so utilizing credit cards, cash, check, and/or money orders. Employees will be reimbursed lodging rate, plus tax and any mandatory surcharge. A detailed receipt must be submitted, and must show how payment was made (i.e. cash, credit card, or check). **Hotel Tax exemption forms are required for in state travel prior to leaving make sure you have this form.** Hotel stays will begin the evening before the conference/meeting if starting time is 8:00 a.m. – 9:00 a.m. However, if the conference/meeting begins between 1:00 p.m. and 2:00 p.m. hotel stay will be the day of. An attempt to secure the most reasonable rate is requested.

**AIRFARE/FLIGHTS**

Flight arrangements may be made by an individual if personal payments described earlier are made. However, if teams or groups representing schools or the district are traveling, flight arrangements will be made by the principal or his designee and/or district staff. A purchase order or district check shall be utilized. Flight time arrangements will be made following the same criteria previously described for hotel stays. All flight itineraries will reflect round trips. The district strongly encourages use of lowest logical airfares. The district always supports purchasing the “best value” ticket.

**MILEAGE**

Reimbursement will be made from official domicile to area of travel based on most direct route. Mileage shall be reimbursable on the basis of \$0.51 per mile. Refer to out of parish mileage chart. **(Note: If travel from hotel to conference site is incurred or the location of the conference is not listed on the mileage chart, please submit map quest printout for reimbursement).**