

TRAVEL EXPENSE APPROVAL AND REIMBURSEMENT

1. PURPOSE: To establish uniform procedures for travel authorizations, arrangements and reimbursement. Travel requests can be honored if funding is available and if the following requirements are met:
2. AUTHORITY: Superintendent
3. RESPONSIBILITY: All principals and budget supervisors.
4. PROCEDURES: The following are procedures for travel approval and Reimbursement (documents will be completed, scanned, and emailed):
 - a. Two weeks before travel –(2 weeks prior*) – secure travel permission by completing *Travel Brief Form* (located on the HCSD website). The superintendent must sign the travel form after which it goes to the District Office for processing. A copy of the meeting notice, brochure, email (whatever is available that documents the days involved) must accompany the Travel Request Form. Site administrator or grant administrator must provide the account code that will cover travel expense costs.

Plans must be based upon the least expensive airfare and the first available return flight; extended stays in conjunction with District business is not encouraged. However it is recognized that employees living remotely must occasionally attend to personal business; therefore, use of personal leave in conjunction with District business may be approved on a case-by-case basis by the Superintendent.** Employees must personally pay for extra hotel nights, directly to the hotel, and meals from extended stays for medical reasons. No person may authorize funds for his/her own travel. No person may authorize funds that are not under his/her supervision.

A Request for Leave form must accompany all *Travel Brief Forms*. Employees traveling on district business will use professional leave.

*Travel requiring Alaska Airlines or other airlines travel must be submitted 3 weeks in advance to obtain the best pricing. Extenuating circumstances, such as no prior notice of need to travel, may warrant initiating the two (2) week minimum lead time.

** District administrators must lead by example otherwise employee morale in general suffers. Therefore, personal leave in conjunction YSD business travel should be kept to a minimum.

- b. A purchase order should be used for District travel for payment of travel expenses such as hotel, airfare, car rental and registration. HCSD will not cover additional costs that have not been pre-approved in the original travel request.
 - c. A per diem check will be processed based on the *Travel Brief Form* and sent it to the traveler.
 - d. Budgeted funds must be in the appropriate account and the immediate supervisor must approve all travel.
5. PROCEDURES FOR STUDENT TRAVEL: HCSD Athletic Director is responsible for coordinating all student travel in accordance with the procedures outlined in this document.
6. MILEAGE REIMBURSEMENT: Use of personal vehicles for business purposes is eligible for mileage reimbursement. Mileage will be reimbursed per the IRS rate published rate; currently \$.51 (this rates can be found at <http://www.irs.gov/uac/2017-Standard-Mileage-Rates>).