

### **Board Travel**

The Dubuque Community School District believes that Board members receive valuable information and instruction by attending State and National conventions and encourages its members to attend these conventions periodically.

Out of district travel must follow Board Travel Guidelines.

It is recommended that all travel over 400 miles one way shall be by commercial airline, coach class. If a personal car or other mode of transportation is used, travel reimbursement shall not exceed that of commercial airline.

Board members wishing travel expense reimbursement must file the Dubuque Community School District's "Board Travel and Expense Report."

All receipts and expenses must be filed with the Board Secretary within 30 days of the completion of the conference.

Travel expenses must be reviewed and approved by the Board Secretary.

## **Board Travel**

### General Considerations

#### A. Categories of Travel

##### 1. In-District Travel

- a. No prior approval is required for In-District travel.
- b. No expenses are reimbursable for In-District travel.

##### 2. Out-of-District Travel – One-Day Meetings

- a. No prior approval is required for one-day trips out of the District.
- b. Travel expenses for one-day meetings out of the District are reimbursable. See the specific portion of these guidelines for details concerning travel expenses.

##### 3. Out-of-District Travel – Overnight Trips

- a. Prior approval by the Board President is required for overnight trips out of the District.
- b. Expenses incurred in the course of overnight trips out of the District are reimbursable as detailed in the specific portion of these guidelines provided that the travel was approved in advance.

#### B. Reimbursement Procedures

1. The preferred method of handling travel expenses is for each Board Member to personally pay all expenses as they occur and be reimbursed by the District after the travel is completed.
2. If for personal reasons a member wishes the District to prepay certain travel expenses, the member should follow the following procedures:
  - a. The only expenses which may be prepaid to the company are airplane tickets, registration fees, and one night's lodging as a guarantee to a hotel/motel. Any prepayment expense is limited to Board members.
  - b. Enter the prepayments requested on the Board Travel Form, Part I – Travel Request.
  - c. After the travel is approved by the Board President, submit the form to the Board Secretary for prepayment.

## Specific Considerations

### A. Reimbursable Expenses

#### 1. Transportation

- a. Travel by airplane is preferred when the distance to be covered is greater than that which can be driven in one day. If travel by automobile is chosen where the travel time is greater than one day, the mileage reimbursement is limited to the amount which would have been paid for commercial airline, coach class, and meals and lodging will not be reimbursed for the excess days of travel.
- b. Airfare reimbursement is limited to coach class. Baggage costs will be reimbursed. Receipts are required.
- c. Automobile mileage will be reimbursed at the current IRS rate for business travel.
- d. Commercial travel by modes other than air will be reimbursed to the limit of coach class airfare and will have the same time restrictions as travel by automobile. Receipts are required.

#### 2. Lodging

- a. Hotel/motel reimbursement will be at the single room rate. Itemized receipts are required.

#### 3. Meals

- a. Meals will be reimbursed at the current IRS rate. Itemized receipts are required. Meal gratuities are included in the daily meal reimbursement allowance and may be claimed by handwriting amount paid on each receipt. Reimbursable gratuities are permissible up to 20% of an allowable expense.
- b. Banquet tickets are reimbursable in full. The cost of alcoholic beverages will not be reimbursed and must be deducted from the total cost of any meal where they were not billed separately.

#### 4. Registration

- a. Registration fees will be reimbursed for actual cost of conference. Sightseeing tours, excursions, or additional cost options should not be claimed. If registration includes a meal, no meal reimbursement will be allowed in lieu of attending the provided meal. Receipts are required.

5. Other

- a. Limousine, taxi fees and gratuities will be reimbursed. Receipts are required and must show origin and destination.
- b. Expenses of a personal nature such as laundry, dry cleaning, personal automobile repairs, books for personal use, room service fees, etc. are not reimbursable.

B. Travel Expense Form

1. The form is self-explanatory for the most part.
2. Part I is the request for travel
  - a. Part I needs to be filled out only for overnight travel out of the District for which approval is needed and expenses will be incurred.
  - b. It includes a list of estimated expenses and a list of any prepayments desired so that the Board President can judge the value of the travel vis-à-vis the cost of the travel.
3. Part II is the final expense report and request for payment of reimbursable amounts.
  - a. Part II needs to be filled out for any travel involving reimbursable expenses.  
(Overnight out of the District and one-day out of the District where travel expenses are incurred.)
4. Part III contains a daily worksheet.
  - a. Part III needs to be filled out whenever Part II is used.