

## DISTRICT TRAVEL REGULATION

### Purpose:

The purpose of this document is to ensure that there are consistent travel guidelines for Colorado Springs School District 11 (the District) employees, Colorado Springs School District 11 Board of Education (the Board) members, or agents of the District that are in line with Policy DKD and the strategic objectives of District 11. The guidelines also ensure that reimbursements are consistent for everyone by defining procedures for approved business travel reimbursement. All Travel expenses paid by the District must be for business purposes, incurred in support of assigned duties and in furtherance of the District's mission.

## Travel Processing and Documentation

### Processing

Travel Request/Reimbursement Form: Used to request reimbursement for District travel-related expenses (e.g., meals, lodging, mileage, on-site event registrations, etc.). Traveler must submit signed, original forms and appropriate documentation within 30 days of trip completion. Unsigned/non-original forms will be returned to department.

**Note:** Travel Request forms must be signed (approved) prior to incurring travel expenses.

Please submit your approved travel request to Accounts Payable at least ten business days before travel is to occur. This will allow for processing and for any issues that may arise.

Please review the documentation before submitting to ensure accuracy. Documents lacking the appropriate approvals and accounts that do not have sufficient budget will delay processing.

If you are splitting the cost with another department, the budget manager for that department must approve the charges to his/her account.

Receipts: Travelers must submit original itemized receipts for all individual charges regardless of the amount.

## Guidance and Documentation

Supplemental supporting information and forms for the guidance below may be found on the District website travel page: [d11.org>employees>intranet>Employee Travel Guide](http://d11.org/employees/intranet/Employee%20Travel%20Guide)

### Conference Fees/Event Registration

Conference fees should be paid as soon as possible as the conference will usually give a discounted rate for early registration. If the conference gives a group discount and you do not have enough people going, please evaluate if adding an extra person is worth the discount. (i.e. if the conference gives a \$100 discount for a group of five and you have four going, by adding the extra person you will incur the expenses of airfare, hotel and per-diem that totals \$1,000, then adding the extra person is not beneficial).

Conference/event registration fees should be paid with the District Procurement Card (P-Card). If the P-Card is not accepted, a request for payment may be submitted on a travel voucher, or personal payment can be reimbursed at the completion of the travel. If the vendor is not a current Accounts Payable vendor, please request a W9 from the vendor to be faxed to 719-520-2346. Once the W9 is received, Accounts Payable will verify the W9 with the IRS and setup the vendor for payments through PeopleSoft. For reimbursement of a personal payment, the conference/event registration payment receipt must be attached to the Travel Request form and submitted to Accounts Payable.

***If for any reason you do not attend the conference, you will need to write a check back to the District for your per diem and/or mileage payment.***

## **Transportation Categories**

### **Airfare**

Shop around for airfare. Use not only the internet, but try a travel agency. You may be able to get a bundled deal for airfare and car rental and possibly hotel.

Traveler must request lowest fare available from all carriers. **NOTE:** First or Business Class travel is not authorized and will not be reimbursed.

Purchase of special seating (i.e. extra legroom), known as economy plus, will not be reimbursed by the District.

Nested Tickets: Two or more scheduled trips made without returning to traveler's home base. Reimbursable if total cost of nested tickets is less than total of individual round-trip tickets. Traveler must shop for best ticket rate.

Airfare Changes & Cancellations: Travelers incurring charges for changes and cancellations are only eligible for reimbursement if the nature of the cancellation is for the District's convenience and not the employee's. Any reimbursement for changes and cancellation charges must be approved by the Division Head.

Mileage vs. Airfare: Travelers will be reimbursed for driving (mileage, at the current District approved mileage rate) up to actual total flight cost (transportation to/from Colorado Springs Airport, airfare, destination ground transportation). Calculation of airfare cost is based on lowest obtainable 14-day advance fare. Traveler must declare annual leave for any additional days required as a result of alternative travel.

### **Car Rental**

If possible, bundle with airfare and hotel through a travel site for savings. If purchasing the rental car in the name of the District, then also purchase physical damage loss of use coverage, as this will complement the District's liability insurance. Consider taxis, shuttles, and buses as cheaper ground transportation than car rental.

Rental Vehicle: When possible, request sub-compact or compact cars. Rent from the national auto rental agency that gives you the best rate for the given location. If available, always use the P-Card. When renting an automobile in the name of the District choose physical damage and loss of use coverage. Original receipts are required for reimbursement if rented with personal funds.

Gasoline for Rental Vehicles: Traveler must submit all receipts, on the Travel Request form, regardless of dollar amount.

### **Taxi/Shuttle/Parking/Tolls/Baggage Fees**

When filling out your travel request, please include an estimation of these expenses. Reimbursement for these expenses will occur after your trip. Please keep a copy of the approved travel request and submit with receipts upon your return for reimbursement.

Intra-city Transportation: Transportation costs (shuttles, buses, taxis, etc.) at traveler's destination are reimbursable. Receipts regardless of dollar amount are required.

Parking: Reimbursable when it is a necessary part of the trip (parking at traveler's destination, parking at airport, etc.). Receipts are required.

Toll Road Charges: Reimbursable if a receipt is provided.

Baggage Fees: Reimbursable if a receipt is provided.

### **Mileage – Private Vehicle Use**

Mileage for approved travel will be included in the payment for your per-diem. Standard mileage distances for destinations in the state may be found on the district travel page: [d11.org/employees/intranet/Employee Travel Guide](http://d11.org/employees/intranet/Employee%20Travel%20Guide) Per Internal Revenue Service (IRS) Publication 463, "*You cannot deduct the costs of taking a bus, trolley, subway, or taxi, or of driving a car between your home and your main or regular place of work. These costs are personal commuting expenses...*" Mileage payments will be made by direct deposit

Mileage-Personal Vehicle: Reimbursable at the Board approved mileage reimbursement rate for authorized official business miles. The following web site can help travelers calculate miles driven using Google Maps, when distances are not available in standard district mileage tables. Traveler will not be directly reimbursed for gasoline expense, because the traveler will be reimbursed for authorized travel at the Board approval mileage reimbursement rate. Thus, gasoline receipts are not required.

When travel is in a recreational vehicle with sleeping and cooking accommodations, the mileage will be paid at a rate of .15 per mile above the existing automobile rate. In addition, the General Services Administration (GSA) index will be used for the daily per-diem reimbursement for meals and lodging.

### **Lodging**

#### **Hotel**

If possible, bundle with airfare, car rental and hotel through a travel site. Also, be aware of the location of the conference. Making reservations at the hotel where the conference is taking place will save the added expense of renting a car.

Lodging-Business/Commercial: Travelers should charge lodging to the P-Card whenever possible. If a P-Card is not accepted, a travel request may be submitted for payment. If the vendor is not in the

Accounts Payable database, please request a W9 from the vendor to be faxed to 719-520-2346. Accounts Payable will verify the W9 with the IRS and setup the vendor for payments. If lodging is paid with personal credit or debit card, itemized hotel bills are always required

Lodging-Spouse/Other: If traveling with spouse/other individual, business traveler can only request reimbursement for his/her own lodging, meals, etc. Single-room occupancy rate must be indicated on lodging receipt.

Lodging-Staying with Friends: Travelers who arrange private lodging will not be reimbursed for the lodging. Meals at the per diem rate will be authorized.

Camping Fees: Reimbursable as lodging expenses if paid to commercial campground or state/national park. Receipts required regardless of dollar amount.

### **Per-diem (Meals)**

Per-diem is the maximum allowable expense per IRS statutes. You do not need to provide receipts for per-diem allowance. The D-11 website has instructions to assist you on how to fill out the per diem calculator. Included in these instructions are instructions for calculating your per-diem. The General Services Administration (GSA) may be found by going to travel documentation link on the District Intranet and then clicking on 'Per Diem Rates'.

On the GSA website, the per-diem amount is listed under the column for meals and incidentals. Incidentals include any tip you may provide to baggage porters, bellhops, etc. and will not be reimbursed separately.

Per-diem allowance will not be given for conferences and or meetings held in Colorado Springs. Per-diem allowance is pro-rated proportionately for travel days. Per-diem for breakfast is not allowed for the participant who is traveling from home or work to attend a conference or go to the airport for travel.

Per Diem: Daily rate of meal reimbursement: For partial day travel the per diem is broken down as follows: Breakfast  $\frac{1}{4}$  the rate, lunch  $\frac{1}{4}$  the rate, and dinner  $\frac{1}{2}$  the rate.

Meals during a Single-Day Trip: If travel is wholly within a single day, lunch is reimbursable  $\frac{1}{4}$  the authorized per diem rate. Dinner is reimbursable at  $\frac{1}{2}$  the authorized per diem rate, if the business requires that the traveler return home after 8:00 p.m. This only applies to meals purchased outside the Colorado Springs area.

### **Miscellaneous**

Telephone/Fax Charges: Charges for district business phone and fax calls are reimbursable. In addition, traveler can make one personal telephone call, of a reasonable duration, per each full day in travel status. When using hotel phone/fax services, these charges must be itemized.

Tips: Reasonable tips given ground transportation personnel are reimbursable, only if they are indicated on a receipt. Exception: Tips on meal service are already included in the per diem and cannot be claimed separately.

## **Special Case Situations**

**Day Trips:** One-day activities close enough to Colorado Springs to allow travel in one day. If mileage is only reimbursement, Auto Mileage Reimbursement Request Form can be used. If any other expenses are incurred such as meals, registration fees, parking, etc., then the Travel Request form is required.

**Group Travel:** Group travel is defined as a number of employees traveling under the same expenditure account number to a common destination at the same time on business for the benefit of the district.

**In-State Travel:** In-state travel is defined as travel within the State of Colorado and immediate areas outside of Colorado that is a necessary part of an otherwise in-state trip. Approval from a supervisor is always required for travel. The Travel Request form is required for expenses incurred while in travel status and are reimbursable in accordance with this regulation.

**Personal Travel combined with Business Travel:** Should not be combined unless unavoidable. Only business-related cost of travel will be reimbursed.

**Shared Costs-District and another Funding Source:** Traveler should not charge the District with the intent of reimbursing the District at a later date. It is preferable that traveler cover non-District expenses separately. If not possible to separate charges and traveler needs to reimburse the District for expenses covered by another entity, traveler should write a personal check payable to the District and attach it to the Travel Request form.

**Student-Meals, Lodging, Travel:** Not covered by this guide. If student meals, lodging and travel are authorized for reimbursement by the District, the rates will be determined on a case-by-case basis. Contact Accounts Payable to discuss appropriate rate.

## **Approved Payment Approaches/Procedures**

**Procurement Card (P-Card):** P-Card use is not authorized for per-diem eligible expenses (meals & incidentals). However, the P-Card may be used for conference/event registration, auto rental and lodging. If for some reason lodging is not needed, it is the traveler's responsibility to cancel the reservations for the lodging. Any charges that occur on the P-Card for lodging will be the responsibility of the traveler to reimburse the District out of the employee's personal funds unless specifically approved by the Division Head and for the District's convenience, not the employee's.

**Traveler's Checks:** The fee for traveler's checks is not reimbursable.

**Personal Credit Card:** When a District P-Card is not available or accepted by the vendor, employees may use their personal credit card for travel expenditures and then submit appropriate documentation for reimbursement. Documentation should include itemized hotel bill and/or itemized meal receipts. If paying with a credit or debit card, the receipt should show card name and last four digits of the card used. These numbers are cross-referenced against district issued P-Cards to ensure that duplicate payment is not happening.

## **Expenses ABSOLUTELY NOT covered by the District:**

- Alcohol and liquor

- Expenses for spouse, significant other, or guests
- Gas for personal use of private vehicles
- Mini-bar in hotel
- Room service
- Movie rental (this includes in-room movies)
- Other forms of entertainment
- Traffic fines or tickets
- Airline upgrades (i.e. first/business class tickets, seat assignments)