

TEMECULA VALLEY CHARTER SCHOOL
Administrative Procedure

Section 3000 Business and Non-Instructional Operations

3005.1 Travel Reimbursement Procedure

Board Action: APPROVED

Effective Date: 11-2-15

Persons eligible for travel and mileage costs must do the following:

1. Travel - Complete Employee Expense Report with dates, destination, purpose of trip, and original itemized receipts for meals to include names of individuals in party, hotel, airfare, car rental, cab fare, parking, conference registration with flyer/brochure, and explanation of any other expenditure with original receipts.
 - a. Non-essential or prohibited expenses that should not be included for reimbursement and paid for separately with personal funds include:
 - in-room movies;
 - mini bar;
 - meal if/when meals are provided for by the conference or event being attended;
 - alcohol (purchase of alcoholic beverages with public funds is prohibited).
 - b. Expenses for spouse, dependents, friends, and employees of other agencies are not reimbursable.
2. Mileage – Persons eligible for reimbursement of travels and mileage costs for use of their private vehicles for school business shall be reimbursed at the rate allowed by the Internal Revenue Service for vehicle expense.

The eligible criteria follows:

- a. With the exception of workers' compensation insurance, employees using private vehicles for school business are financially responsible for all damages or claims up to the limits of their own insurance policies, including deductible amounts. This applies whether employees are reimbursed or not. Employees driving on school business may be required to provide a copy of their driving record from the Department of Motor Vehicles.
- b. Authorization by the Executive Director/Principal.

- c. If an employee is transporting more than just him/herself to a business/school related conference or event, the driving employee must provide proof of personal vehicle insurance acceptable to the school. Minimum insurance requirements shall be:
 - Bodily Injury - \$100,000/\$300,000 per accident
 - Property Damage - \$50,000 per accident
 - Medical Payments - \$5,000 per individual
- d. To receive reimbursement, a Mileage Expense Report must be submitted within ten (10) working days after the trip. The report must show the destination, purpose of trip, miles traveled each trip or each day, and total miles traveled for report period and copy of current insurance policy. Mileage Expense Reports are processed monthly.
- e. If claiming more than 100 miles per trip, verification of miles such as printout of Mapquest.com with any meal receipts must be attached to the Mileage Expense Report.
- f. Staff members attending the same meeting or event who choose to pool their transportation in order to achieve the maximum economy of transportation expenses those passenger employees do so at their own risk.