



3330 A

Procedures and Limitations: Employee Travel

Regulation 3330 A

Original Adoption: 09/20/2011

Effective Date: 5/19/2015

Revision Dates: 5/18/2015

Review Dates:

I. PURPOSE

The purpose of this regulation is to establish the parameters and procedures for obtaining permission for travel and payment for or reimbursement for travel expenses allowed under District policy.

II. APPROVAL OF TRAVEL

- A. All requests for travel must declare with sufficient detail the business purpose of the travel.
- B. All requests for travel must be properly and completely approved as follows:
 1. For school site employees the following signatures are required:
 - a) The employee,
 - b) The Principal or Site Administrator and
 - c) The appropriate Associate Superintendent.
 2. For non-school site employees the following signatures are required:
 - a) The employee,
 - b) The employee's supervisor and
 - c) The cabinet level officer of the employee's department, office or division.

III. TRAVEL ARRANGEMENTS

- A. All travel expenses must be itemized on an Employee Expense Report for purchase of travel provisions. The approved request for travel must be submitted as support of the Employee Expense Report.
- B. Each Employee Expense Report must be approved by the traveler's supervisor and signed by the employee.
- C. Airfare for any travel must be arranged through the District specified vendor.
- D. Lodging shall be arranged through the District's approved travel vendor.
 1. Accommodations may be at a specified conference or meeting hotel. Travelers must notify the district's travel vendor of any such hotel selection and provide documentation including any special price information for conference for meeting attendees.



2. In the absence of a specific hotel selection, prudent judgment shall be used to seek reasonably priced accommodations.
 3. Each traveler shall be reserved a standard room.
- E. It is expected that public transportation (Taxis, buses, rail) will normally be used for ground travel when away from the state. In the event that car rental is necessary, it will be limited to a mid-size car with advance approval from a supervisor required. Arrangements for car rental must be made through the District's approved travel vendor in advance of the trip. Car rental is considered necessary only if:
- a) The travel is to a location not served by public transit.
 - b) The travel plan includes visits to multiple sites at a location for which public transit is impracticable.
 - c) The traveler is transporting display materials to the ultimate destination.
 - d) The travel plan includes more than two people traveling together, in which case the trip leader may request a rental vehicle to be used by all travelers in the group.
- F. If credits or benefits issued by an airline, hotel or rental car agency are made to the individual for travel paid for by district funds whether paid in advance or by reimbursement such credits shall be reported on the Employee Expense Report.
1. A request to transfer credits or benefits issued to an individual to the district shall be made to the issuing enterprise.
 2. In the event that such a request is not honored, the individual will reimburse the district for the reasonable market value of the credit or benefit.
- G. A request for reimbursement must be submitted within 60 days after returning from a trip. The school district will not be obligated for claims more than 60 days old. Any reimbursement requested after sixty days (60), if paid, shall be subject to withholding as regular income to the employee.
- H. Only one request for reimbursement for each employee should be submitted for each event.

IV. REIMBURSABLE EXPENSES AND LIMITATIONS

- A. Insurance premiums and valet and laundry service charges will not be reimbursed.
- B. Charges for telephone calls for personal or family purposes will not be reimbursed. When reimbursement is requested for business calls, a receipt is required and the party called must be noted on the receipt.
- C. Charges for internet access must be preapproved and listed separately on the Employee Expense Report and an itemized receipt must be submitted.



- D. Conference fees shall be paid in advance through the District's Finance department. Employees shall either notify the appropriate Finance Department personnel to arrange for payment of or use an authorized purchasing card to pay Conference fees after obtaining approval for the travel. Conference fees shall be included on the Employee Expense Report related to the event.
- E. Meals
1. Employees traveling overnight are generally eligible for meal reimbursement for all meals on all days on travel status with the exception of the day of departure and the day of return. Reimbursement for meals on the day of departure and the day of return shall be according to a schedule based on the time of flight departure provided by the Superintendent, or Superintendent's designee.
 2. Claims for all meals to be reimbursed must be itemized on the Employee Expense Report.
 3. Purchases of alcoholic beverages shall not be reimbursed.
 4. Reimbursable meals shall be reimbursed on the basis of the following amounts:
 - a) Seven dollars (\$7.00) for a breakfast meal,
 - b) Eleven dollars (\$11.00) for a lunch meal, and
 - c) Twenty- three dollars (\$23.00) for a dinner meal.
 5. Meal reimbursements shall be inclusive of taxes and tips.
 6. Official breakfast, luncheon, dinner or banquet meetings will be reimbursed at the actual charge for the meal if in excess of the amounts listed in ¶III.E.3. a-c; receipts will be required. "Official" meals are those that are required of all conference attendees, or attendees scheduled to participate in required conference meetings.
 7. If any meals are provided as part of a conference registration fee, such meals will not be reimbursed.
 8. If the lodging paid for by the district provides any meals as part of its room charge, such meals will not be reimbursed.
- F. Transportation
1. Employees will not be reimbursed for airfare booked in any other way without prior written permission from the Superintendent. Under any mode of travel, the reimbursement allowance will be for actual expenditures up to a maximum of single coach air fare.
 2. Receipts will be required to reimburse an employee for taxi fares, parking fees, bus or transit passes or rail tickets.
 3. Fees for checked baggage shall be reimbursable and a receipt must be submitted.
 4. Fees for overweight baggage shall only be reimbursable if the excess weight is due to transport of District equipment or display materials required to meet the district purposes of the travel. The traveler may use an authorized purchasing card to pay for these fees.
 5. Fees for preferred seating shall not be reimbursable.



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6. When travel requires air travel transportation to and from the Minneapolis-St. Paul airport of departure or return is reimbursable to the employee traveler in any one of three ways, at the employee's choice:
 - a) Mileage at the current rate approved for local travel to and from the employee's point of departure, whether home or place of employment on both departure and return from travel. The employee shall submit mileage requested on the Employee Expense Report requesting reimbursement; or
 - b) Taxi fare from the employee's point of departure, whether from home or place of employment, on both departure and return from travel, for which receipts must be submitted; or
 - c) The cost of a remote park and ride facility which provides shuttle services to and from the airport of departure and return. A receipt is required for reimbursement and shall be submitted along with the Employee Expense Report.
 7. Travel that does not include air travel shall be reimbursed to the employee at the currently permitted rate of mileage to and from the employee's points of departure.

IV. ADVANCES

- A. Advances will not be given except as approved by the Superintendent, or Superintendent's designee in emergency or exceptional cases.
- B. Advances for travel expenses may be granted if
 1. the travel presents a financial hardship for the employee or other district personnel, and
 2. the employee or other district personnel presents an itemized and estimated Employee Expense Report, and
 3. the Employee Expense Report is approved by the employee's supervisor and the Superintendent, or Superintendent's designee.
- C. All advances must be settled within five working days after return from the trip.
- D. Delinquent travel advances will be reported to the Superintendent and individuals with delinquent advances outstanding will not be eligible for additional advances.

VI. EMPLOYEE DISCIPLINE

Failure to follow this regulation and Policy 3330 (Travel Expenses – Employee) may subject a district employee to discipline. -.

Legal References:

- Minn. Stat. § 15.435 (Airline Travel Credit)
- Minn. Stat. § 123B.11 (Imprest Cash Funds)
- Minn. Stat. § 471.38 (Claims)
- Minn. Stat. § 471.391 (Declaration Form)



Minn. Stat. § 471.392 (Penalty)

Minn. Stat. § 471.40 (Auditing Claims)

Minn. Stat. § 471.41 (Auditing Accounts Not Itemized a Gross Misdemeanor)

Cross References:

MPS Policy 3000 (Conflicts of Interest and Fiduciary Duty)

MPS Policy 3300 (Purchasing)

MPS Policy 3313 (Vendor Relations)

MPS Policy 3330 (Travel Expense - Employee)