



Bettendorf  
Community  
School District

# Employee Travel Compensation Regulation

## **Rules/Guidance for Attending Conferences/Meetings on Behalf of Bettendorf Community School District**



The attached guidance gives you information and expectations for traveling to conferences and meetings on behalf of Bettendorf School District.

If you are attending meetings on behalf of the district we expect you to read the attached document and sign off that you have read and understood the contents of the document.

**We ask that you sign off on this document before initiating any travel each fiscal year.**

Exceptions to any of these rules will need to be made by the Superintendent in writing.

Make sure you keep all receipts because we cannot reimburse expenses if we do not have an itemized receipt for our annual audit.

Make sure that the expenditures meet the definition of public purpose (benefits the school district as a whole).

## Rules/Guidance for Professional Development Registration

1. The **Out of District Professional Development Request Form, available on the district intranet**, must be submitted for approval before any purchase orders will be approved for expenses for a trip.
2. When submitting the online request, attach the detailed agenda with costs, dates, and times for the meeting you are requesting to attend. Without an agenda, we will not approve the trip.
3. If you need to book a flight for an out-of-district meeting you will need to submit your request at least 35 days in advance of the meeting (5 days to get approval from central office and 30 days to get flight tickets in advance of the trip). Do not book your flight less than 30 days in advance of your conference /meeting.
4. If you cannot attend the entire meeting (it is not necessary you attend pre-conferences) do not ask to attend part of the meeting. An exception to not attend the entire meeting will need to be requested in writing with compelling reasons given. The exception will need to be signed by your supervisor and the Superintendent.
5. If you are approved to attend a partial meeting you will be responsible for costs associated with only attending part of the meeting (i.e. parking at the airport - if an additional car is needed), transportation separate from the group, taxi or cab fares to meet up with the group, etc.)
6. If you do not travel with the group to or from the meeting (because you have a personal commitment to go elsewhere before or after the meeting) you will be responsible for all the expenses of getting to or from a different destination. (If you can show your costs of going individually would have been less, we will consider reimbursing those costs.)



If it is a flight, you need to book the part of the flight that is for your own destination on your own credit card. Keep all costs separate - do not carve out part of the flight cost. Additional costs of transportation to the airport will be your responsibility, as well as parking if a separate vehicle is needed. (Exception: we will pay the cost of a flight to a different destination if it is shown to be less than or equal to the direct flight going to and from the original destination.) All flights will be booked through KDM Travel. Please see guidance on booking through KDM Travel.

7. When you get your approval back from the Superintendent's office, request professional leave through the AESOP system **before** requesting registrations to be paid or making any trip requests. If your professional development takes you over a Saturday and/or Sunday, request professional leave for those days, also. We need to track all professional leave as you will be requesting expenses for those days.

## Travel Rules/Guidance for Transportation

### KEEP ALL RECEIPTS

1. When you travel on approved official school business you will be reimbursed at the rate per mile as adopted and posted each spring for the following year by the Board of Education.
2. Travel by personal car is permitted within certain restrictions. Only those miles traveled in the course of official business may be claimed for reimbursement.
3. To request mileage reimbursement, completely fill out the **Employee Expense Reimbursement Report** from staff intranet. Attach a Mapquest showing the total miles from your school/office address to the destination address. Personal mileage incidental to the trip will not be eligible for reimbursement. All signatures must be obtained prior to submission to the Business Office.
4. School-owned vehicles should be used when it is reasonable to do so. A request for use of a school district vehicle for approved school business should be sent to the Director of Operations. Assignments will depend on availability. Community or personal use of school vehicles is prohibited. If any such usage occurs, the employee must reimburse the District at the mileage rate. Incidental personal use, when the public purpose is also served by such use, shall not be considered a violation of this policy (for example, an employee may stop at his/her residence to pick up materials for a school-related function when traveling in a District-owned vehicle).
5. If no school vehicles are available and the employee needs to rent a vehicle they will need to book a vehicle through Enterprise.
6. For out-of-district travel, exceeding 300 miles (one way) from the District Administration Center, reimbursable mileage will be no more than the cost of comparable public air transportation at the "coach" or economy rate. If the mileage reimbursement cost of travel by personal vehicle exceeds the comparable cost of coach air fare, the district will reimburse to the extent of the lesser amount.
7. It is permissible for employees to take their own vehicle on a trip to enable them to use some vacation time, however, the same standard regarding reimbursement at the lesser amount, whether airline or private vehicle will apply.
8. If two or more employees travel together in one private vehicle, mileage reimbursement may be claimed by only one person.
9. If employees are attending the same event, they must carpool. If they do not carpool, the district will split the mileage equally between the number of vehicles going. (Exceptions would be if work responsibilities require attendance at differing times. This exception must be approved before attending the event by the Superintendent.)



10. Parking and toll costs are reimbursed for actual cost. Receipts must be provided for reimbursement.
11. Complimentary hotel transportation service (vans or shuttle buses) should be used whenever available. Claims for the actual cost of taxi, rental car and other forms of transportation related to the conference/convention activity may be made in addition to the round trip airfare to the destination city. The fares for such activities are for travel to and from airports, train or bus stations and to and from hotels/motels and the conference/activity site. The employee will be expected to submit receipts for these fares.
12. No reimbursement will be made for personal trips, sightseeing, etc. (The only exception to this is that we will allow travel costs to a restaurant within 5 miles of your hotel.)
13. Reimbursement for commercial transportation (air, rail, or bus) is limited to coach or economy rates between the origin and destination cities and return. Ticket confirmation and/or voucher copy is required as receipt. Flight arrangements shall be booked through KDM Travel. See guidelines for booking flight tickets through KDM Travel.
14. Employees utilizing school district funds to pay for or reimburse employees for business travel expenses including airline tickets shall not earn personal credits for such purchases. Employees are required to ensure that any credits or benefits which are issued by any airline accrue to the benefit of the school district rather than the employee.  
*This is consistent with 1979 Iowa Op. Atty. Gen. 314, 1979 WL 21031 and Board Policy 401.10R1*
15. Flights must be booked at least 30 days in advance of travel.
16. The district maintains Voyager gas credit cards for your use when traveling on approved school business. If you need to check out one of these cards you need to contact Accounts Payable. It is absolutely necessary that receipts are kept and turned into Accounts Payable upon your return. If you are using your own vehicle you can use school district gas credit cards for an approved school trip.

### **Guidelines for Booking Flights through KDM Travel**

1. All airline reservations are to be booked through KDM Travel. **The email request will be sent to Accounts Payable (Janet Foutch) who will forward to KDM Travel.**
2. Email the request with a copy of the conference/meeting agenda.
3. Please specify a range of times to leave and return.
4. Include a list of all travelers for the same conference/meeting.
5. If a car rental is required at your destination, include that request in the email.

**Marie Frandsen CTC** - [marie@kdmtravel.com](mailto:marie@kdmtravel.com)

Phone (563) 324-3201 | Cell (563) 349-8424 | Fax (563) 324-7727

3554 Shady Ridge Ct., Davenport, IA 52806

## Travel Rules/Guidance for Hotels



### KEEP ALL RECEIPTS

1. Hotel/Motel costs the night before a conference will be reimbursed if the distance is more than 120 miles from the school and the conference begins in the morning. Hotel costs the night before a conference within a 120 mile radius of the school district are not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the supervising administrator will exceptions be permitted.
  - a. If you have sufficient travel time in the morning before the start of the meeting for the day, we will not reimburse for a previous night's lodging. Ex; if the meeting is in Des Moines and starts at 9:00 am or after, the previous night's lodging will not be allowed.
  - b. Reimbursement for lodging expense is limited to the night preceding and the night of the ending date of the convention or meeting. You need to leave school/home to arrive at your destination before 9:00 p.m. (the closest proximate travel to that time) and you need to return to school/home if the meeting ends soon enough for you to arrive home by 9:00 p.m. You may choose to arrive at your destination later than 9 p.m.
2. Hotel/Motel reservations shall be booked by obtaining a pre-authorization account. The only items allowed on the district's account shall be hotel, tax, meals and parking. You will be expected to put your own credit card on file at the hotel for all other incidentals.
  - a. A pre-authorized account may be obtained by giving the hotel name and address to Accounts Payable and a pre-authorized account will be set up. You will then need to book your night's stay with the hotel and submit a purchase order.
3. Employees are advised to select lodging reasonable in cost (for the area where lodged) as consistent with comfort, safety and convenience and within budgetary allocations. This amount should not exceed that which is charged by the host hotel for scheduled events or conferences. If an employee elects to stay at a hotel other than the host hotel, the employee may be responsible for any additional cost.
  - a. The host hotel will always be the first choice. If a room is not available we will consider other hotels. This will be up to the employee to verify this with their supervisor who needs to inform the Business Office in writing.
4. Employees should always ask for the special government rate when making hotel room reservations.
5. When two (2) or less people of the same gender are traveling, the District will appropriate lodging reimbursement for one room only per conference. Additional rooms will be considered if there are extenuating circumstances or concerns that are discussed with the supervising administrator. If an employee chooses to have a family member or a significant other share the room, the employee will pay for the additional room (their room).

6. When employees room together, the cost of the room should be split between the two employees equally. If only one receipt is provided, the original receipt is attached to one travel reimbursement request, a copy of the receipt is attached to the other employee's travel reimbursement request, and the two claims must be adequately cross-referenced and submitted together. If two separate receipts are issued, no cross-referencing is necessary.
7. If an employee elects to stay before or after the conference for their own pleasure, all costs shall be paid by them for the additional nights. They need to register their own credit card for the personal night's stay.
8. If reservations must be cancelled, the traveler must notify all applicable airlines, hotel vendors and/or registrars immediately and obtain cancellation numbers for each reservation. Failure to do so could result in the traveler being required to reimburse the district for costs of the unused services. Turn cancellation numbers into your supervisor and the Business office.
9. Expenses of a confirmed reservation that are cancelled for the convenience of the employee are not allowable and will not be reimbursed by the District.
10. Expenses of a confirmed reservation cancelled at the request of the event sponsor when the trip becomes unnecessary, when physical conditions do not permit the appointed traveler or his designee to travel, or when the best interests of the district are served by cancellation, may be paid by the district upon submission of an original invoice. An explanation must be provided. In the case where a cancellation is due to the illness of an employee, or serious illness or death of an immediate family member of the employee, the approval of the supervising administrator shall be required on the receipt/ invoice. In addition, a certified doctor's excuse may be required and if so, shall be attached to the request for reimbursement/approval from supervising administrator.
11. Hotel folios must be obtained prior to departure from the hotel. The folio should be scanned for accuracy and if not accurate and itemized it needs to be corrected before leaving the hotel. The folio needs to be turned in with travel reimbursement requests and the person/persons' name listed on each room who occupied that room.
12. The employee cannot turn in a receipt for a breakfast if a free breakfast is provided at the hotel.
13. If an employee puts a meal on their hotel bill, a separate itemized receipt will need to be obtained by them and turned in with their hotel receipt.
14. Only parking and/or meals may be added to the hotel bill. Items such as movies, snacks, beverages, internet, taxis/transportation, etc. are the employee's expenses and need to be paid by the employee. If taxi/transportation is a reimbursable item the employee can seek reimbursement from the district. No reimbursements will be made for room service. If internet service is needed for work related activities, ask for the service for free; if not available ask for reimbursement from the district.

15. Compensation from any of the sources mentioned below, or similar sources which is earned as a consequence of official travel, belongs to the Bettendorf School District and MAY NOT be put to personal use by any employee or claimed for reimbursement when used during the course of official business for the District:

Free night provided by lodging facilities after a specified number of nights paid.

*This is consistent with 1979 Iowa Op. Atty. Gen. 314, 1979 WL 21031 and Board Policy 401.10R1*

If it is determined that any of these items received while acting in official capacity as a Bettendorf School District employee, have been used for personal use, the District employee will be expected to reimburse the District for the cost of the benefit within 60 days of receipt of the credit or benefit.

16. Reports of the receipt of benefits received from the hotel shall be made in writing and shall include verification from the provider as to the credit or benefit received. Reimbursement for expenses will not be made until such documentation is provided.
17. Complimentary hotel transportation service (vans or shuttle buses) should be used whenever available.
18. If the hotel that the employee is staying at provides meals (i.e. free continental breakfast) no additional meals will be reimbursed for that meal. Room service charges are not permissible.

## Travel Rules/Guidance for Meals

1. Meals will be reimbursed for individual employees only while in travel status. Travel status is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. Meals with no overnight lodging are taxable to the employee.

*This is in accordance with IRS guidelines and will be reimbursed through payroll.*

2. Employees should purchase meals only for themselves. They should not purchase for other employees or non-employees. Per Chapter 279.30 of the Code of Iowa "each warrant must be made payable only to the person performing the service or presenting the verified bill, and must state the purpose for which the warrant is issued."
3. When an employee leaves before 6:00 am, they may be reimbursed for breakfast. When an employee returns after 7:00 pm, they may be reimbursed for an evening meal.
4. The district will reimburse up to a maximum of three meals per day. A meal is defined as food and drink consumed at one sitting. All food items such as appetizers, entrees, desserts and non-alcoholic drinks consumed at the meal are allowable. Only (1) one receipt per meal is acceptable.



5. The maximum reimbursable conference meal rates are as follows:  
*This is a suggestion. You may split it how you want to but cannot go over the maximum total amount.*  
 If meals are provided by the hotel or conference, the meal(s) replace the reimbursement amount allotted below. **All of the following maximum amounts need to include tax and tips.**

	<b>All Other Localities</b>	<b>High Cost Localities</b> (Chicago and states that border the Atlantic & Pacific Oceans)	<b>Percentage of Allocation</b>
<b>Breakfast</b>	\$8.00	\$11.00	18%
<b>Lunch</b>	\$13.00	\$17.00	28%
<b>Dinner</b>	<u>\$25.00</u>	<u>\$32.00</u>	54%
<b>Total</b>	\$46.00	\$60.00	

6. All receipts should be taped to an 8 1/2" x 11" sheet of paper (using only one side). They should be attached to a completed district employee reimbursement form. Receipts should be attached in date order and listed by the type of meal (i.e. breakfast, lunch, dinner).
7. One receipt per meal is allowed. Meals should be purchased during your allowed meal time. (Meal time interpretation: we don't care if you eat late but we won't allow 2-3 meals to be reimbursed if you leave town at 4:00 p.m.) One meal will be reimbursed; if other items are turned in it is considered snacks (your own expense). The intent of the single receipt is to prohibit the purchase of additional food for breaks throughout the day. Multiple receipts for one meal will not be accepted.
8. If you choose to have coffee and a roll for breakfast or a coke and a cookie for lunch we do not dictate to you what to eat for a meal, however, it has to be on one receipt, it cannot be added on top of a meal that may be provided during the conference, and you cannot buy multiples on the receipt in order to save some for break. It is our intent to reimburse for food that is consumed in one sitting.
9. Break items are unallowable and considered a personal expense. Non-food items such as gum, antacids, breath mints, etc. are not allowable.
10. An official original receipt (not a copy) is considered valid when it contains the following: Name of the establishment, an itemization of what was eaten, date and time, city and state. Receipts cannot be cut, mutilated or altered in anyway.
11. A non-standard receipt is a receipt that is from an establishment which does not include the information that is found on an official receipt (as described in item #11). A non-standard receipt is a receipt that the employee had to write and sign because they could not get a receipt for such items as food from a vending machine. This also includes the green order form or white stub from the bottom of an order form which some small town cafes may issue. A non-standard receipt does not replace a lost receipt, a forgotten receipt, or the detailed credit card receipt.
12. A non-standard receipt should include the following: Name of establishment, itemization of what was eaten, date and time, city and state. When the employee writes information on a non-standard receipt, the employee must sign the receipt.



13. A separate receipt should be obtained for alcoholic beverages. If a separate receipt cannot be obtained, draw a single line through the ineligible item on the receipt and be sure to exclude the cost, tax and tips that are applicable to the ineligible item when completing the district employee reimbursement form.
14. When paying with a credit card, the employee should receive two receipts. One is the detailed receipt; the other is simply proof of the amount charged against the card. The employee must provide the detailed receipt. The receipt showing only the amount charged against the card will not be accepted.
15. Tips are allowable for no more than 20% of the allowable meal expense up to the maximum meal expense allowed for reimbursement. To document tips that are not shown on the receipt, the employee shall write the allowable tip at the bottom of the meal receipt. Fast food restaurants, self-service locations, gas stations, grocery and convenience stores are not facilities where tips are allowable.
16. If an employee is eligible for a meal reimbursement, the employee may elect to purchase food and drink items at a convenience store instead of a restaurant outside of their home area, with the proper receipts.
17. If meals are provided by the vendor hosting the conference, no additional expenses for food will be reimbursed during the scheduled conference times.
18. If the hotel that the employee is staying at provides meals (i.e. free continental breakfast) no additional meals will be reimbursed for that meal. Room service charges are not permissible.

### **Rules/Guidance for Meals in Your Home Area**

1. No meals are reimbursed within the official home area (Scott County and two contiguous counties which border Scott County), except when the meal is provided and is an integral part of the meeting, conference, retreat or special event and prior approval is obtained from your supervisor.
2. The supervisor must make a separate notation indicating prior approval for meal reimbursement within the official home area on or attached to the Employee Expense Reimbursement Report.
3. If you turn in a receipt for a meal and it is within the rules, within your home area, it is taxable and will be included on your W-2 earnings. This is according to IRS regulations.

## Rules/Guidance for Submission of Travel Claims

1. Claims for reimbursements need to be turned in on our Employee Expense Reimbursement Report. The report needs to be filled in online so totals are accurate.
2. All travel claims must state the actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties.
3. All requests for reimbursements must be turned in to the supervising administrator within 5 business days of your return from a trip. The supervising administrator then has 5 business days to review it and make sure it is in accordance to our district policy and submit it to the Business Office.
4. Altered receipts are not acceptable.
5. When submitting receipts, attach a piece of paper (8 and 1/2/ X 11) for each day you are submitting receipts, with the receipts scotch taped in order for each day. This makes auditing each day's receipts for per diem amounts easier to track and the receipts are more manageable and not as easy to lose.
6. Personal reimbursements for meals, incidentals, mileage, etc. will be made in accordance with the Board of Education meetings.
7. Each traveler needs to fill out their own requests, sign it and give it to their Supervisor for approval. The Supervisor will review the claim for accordance with reimbursement guidelines then forward the request to the Business Office for a final audit and approval.
8. Claims which are not in accordance with policy will be returned to the employee by the supervising administrator. If a discrepancy is found at the district level the Business Office will return the claim to the supervising administrator to review and correct with the employee.
9. Any and all disagreements, discrepancies, differences will be reviewed by the Board of Education Finance Committee. Their decision will be final and documented.



## Rules/Guidance Professional Development Travel Agreement Form

I have read the rules for professional development for registering for a conference/meeting, travel/guidance for hotels, meals, meals in my home area, transportation, submission of travel claims and booking flights on the district's business KDM account.

I agree to abide by all of these rules. Any infractions or abuse will subject me to the district's discipline policies.

Employee (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Please print clearly): \_\_\_\_\_

**Returned sign copy to:** Accounts Payable, Finance & Business Services, BCSD Administration Center

*Approved: Aug 15, 2016*