

Certificated, Classified, Management, Supervisory, and Confidential Personnel

TRAVEL; REIMBURSEMENT

Travel Authorization

District employees, Board members, or any other persons wishing to be reimbursed for travel expenses must submit a CVESD Travel Request and Authorization For Advance Funds before travel begins. Board Policy 4333 requires that all Travel Requests be recommended by the Superintendent or designee and approved by the Board before claims can be paid.

Travel Requests for District employees must first be approved by the employee's principal or immediate supervisor. When categorical funds are to be used, the Travel Request must also be approved by the Compliance Office. Travel Requests need not be submitted if travel is within San Diego County and only mileage expense will be claimed.

The Travel Request should be submitted to Business Services at least 30 days in advance of the travel. This is necessary so that there will be sufficient lead time to obtain Board approval, generate Purchase Orders, process a travel advance, or arrange for a substitute if required.

Information to be provided on the Travel Request includes employee and trip specifics, total estimated cost of travel, vendor names and addresses (where appropriate), accounting charge number, and whether a cash advance is requested. Cash advances shall not exceed 80 percent of the total estimated cost and will not be authorized for less than \$150.00. It is extremely important that cost estimates be as complete and accurate as possible since these estimates will be compared with final claimed amounts, and any overruns must be approved before claims can be paid.

If the Travel Request involves a registration fee or other expense that should be paid directly to a vendor (lodging, prepaid meals, etc.), then Purchasing will need to generate the appropriate Purchase Order(s) from the information contained on the Travel Request. A separate Nonstock Requisition need not be submitted as long as the Travel Request specifies the vendor's name and address, estimated amount, and account number. Also be sure to indicate any registration or other deadlines so that Purchasing can respond in sufficient time. When available, attach a copy of the agenda (flyer, brochure, meeting announcement, etc.) to the Travel Request.

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TRAVEL; REIMBURSEMENT (continued)

Should the Travel Request be disapproved at any point, the disapproved form will be returned to the originator with a brief explanation for the disapproval. If the request is approved at all levels (up to and including Board approval), the following distribution will be made:

1. White copy to Accounting for filing and cash advance (when requested).
2. Yellow copy retained by Business Services for Board agenda item.
3. Pink copy returned to originator.
4. Green copy to Purchasing to generate Purchase Order(s) (if required)

If the trip includes an overnight stay in a hotel or motel, then a Hotel/Motel Transient Occupancy Tax Waiver Exemption Claim For Government Agencies must be submitted to the hotel or motel at the time of registration. This form certifies that the undersigned is an official representative of the school district and that the District will pay for lodging expenses. This should allow a waiver of the transient occupancy tax (TOT), which may be as much as 12 percent of the room rate.

Travel Claim and Trip Report

After travel has been completed, the individual shall submit a Travel Expense Claim within 30 days of return. The individual will use this form to claim final reimbursement in excess of any cash advance already received. Reimbursement claims will be calculated in accordance with the Standards for Travel Reimbursement. Attach receipts as required.

A Trip Report shall be attached to the Travel Expense Claim in which the individual describes the purpose of the trip and to what extent this purpose was accomplished. Trip Reports will be available to Cabinet to serve as reference data for future Travel Requests.

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TRAVEL; REIMBURSEMENT (continued)

The Travel Expense Claim and Trip Report should be signed by the claimant and appropriate supervisor, and then forwarded to the Travel Desk in Accounting. If the amounts claimed are less than or equal to the amounts estimated on the Travel Request, the Accounting Department will pay the net amount claimed and file the Travel Expense Claim with the Travel Request. If the Travel Expense Claim exceeds any amount that was previously approved on the Travel Request or if the claim contains items not previously included in the Travel Request, then the employee should explain the reason(s) for this discrepancy and the Travel Expense Claim will be returned to Business Services for further review.

Travel Expense Claims should only include expenses that were actually paid by the claimant. If costs were shared with another person or persons, then only that portion actually paid by the claimant should appear on the claim form. There will be no reimbursement for the purchase of alcoholic beverages.

Once final payment has been authorized, the following distribution will be made:

1. Accounting file white copy with corresponding white copy of Travel Request.
2. Business Services file yellow copy with corresponding yellow copy of Travel Request.
3. Pink copy returned to originator with final reimbursement.