

Orange East Supervisory Union

Travel Expense Procedures

Administrative Responsibilities/Guidelines

1. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two.
2. Travel costs will be pre-approved and paid on a reimbursement basis with appropriate receipts submitted with the Expense Reimbursement form and Travel Expense Reimbursement form (mileage is reimbursed at a rate determined by the IRS are not to exceed IRS and Federal Regulations) within sixty (60) days of return.
 - a. The supervisor has the authority to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The supervisor will approve the mode of travel. Proper receipts and documentation must accompany reimbursement requests.
3. Individuals covered by Collective Bargaining Agreements should refer to the guidelines outlined with the current CBA.
4. All requests for reimbursement must be submitted on the Travel Reimbursement Request form accompanied by an approved Authorization for Travel form and all supporting receipts. This form should be filled out in its entirety and must be approved by the employee's supervisor.
5. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate (listed on the Travel Reimbursement Request form) for use of all mileage when utilizing an employee's personal vehicle. IRS requirement: if traveling from home deduct regular commute to/from unless authorized by superintendent.
6. Employees will be reimbursed for all expenses incurred as it relates to out of district travel to include airfare, transportation, lodging, meals, taxi fare, parking, tolls, fax, internet usage, etc. All expenses submitted for reimbursement must be accompanied by a receipt even if expenses were prepaid. Meals are subject to the limits noted in the Travel Reimbursement Request form.
7. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.