

BUSINESS TRAVEL AND EXPENSE REIMBURSEMENT

The Superintendent and Chief Financial Officer are authorized to establish procedures and administrative regulations for travel and reimbursement of expenses in accordance with federal and state law and board policy. Employees who are authorized to travel as a representative of the Edmond Public Schools are eligible to apply for reimbursement of all eligible expenses.

- Only expenses directly related to the approved activity or meeting may be claimed for reimbursement.
- Oklahoma state law does not allow the district to advance funds for travel expenses.
- All travel should be approved by the appropriate administrator prior to incurring any travel expenses.
- Airline transportation should be secured at reasonable rate and only the amount of the actual commercial fare will be reimbursed. Consideration should be given to the most efficient and accommodating airfare.
- Commercial travel within the employee's destination area shall be by reasonable and economic means.
- All lodging shall be secured at a reasonable rate. Reimbursement of lodging requires the original checkout statement from the hotel showing a \$0.00 balance. Actual cost of lodging will be paid upon submission of the actual hotel receipt.
- Employees will have the latitude to secure lodging at the official conference location if the national conference is being hosted and meetings are held at a hotel conference center.
- The District will not make reimbursement for personal entertainment, alcoholic beverages, or non-business phone calls.
- Use of personal vehicles will be reimbursed at the mileage rate set by Board policy.
- Travel cost such as shuttles, taxis, parking fees, tolls, etc. will be reimbursed upon submission of actual receipts.
- An agenda or itinerary must be submitted along with the claim for reimbursement when attending a conference or professional development activity.
- Travel between an employee's home and work is not a reimbursable expense.
- The employee or designated administrator is responsible for all travel arrangements and reservations. If the conference, hotel, or airline does not accept a District purchase order or purchasing card, the employee must make payment by personal check or credit card and file for reimbursement.
- The District may utilize a procurement card to assist employees in the payment of lodging and airfare travel arrangements. Contact the business office for more information.

- If an employee is authorized to drive a personal car instead of using a commercial mode of transportation, reimbursement will be equal to the coach air fare or the mileage allowance based on actual miles driven, whichever is the lower amount.
- Mileage at the rate allowed by Board policy will be approved from the point of departure to the approved destination and business related mileage incurred while at the destination.