

Travel/Conference Policy

It is the policy of the County Office of Education to pay for all necessary expenses, including travel, incurred by the County Superintendent of Schools and/or by his/her designated staff members while performing services for the Yolo County Office of Education.

The Board of Education, under the provisions of Education Code § 4403, delegates authorization to the County Superintendent of Schools to approve requests for travel, meetings and conference.

All reimbursement for travel and expenses must be approved by the immediate supervisor and are subject to approval by the County Superintendent of Schools. Approval means authorizing travel and, when travel is completed, the claim for reimbursement of travel expenses. Persons authorized to approve travel claim must ensure that all claims are reviewed before payment. By endorsing the Mileage/Transportation Reimbursement Form (Exhibit B), the approving person accepts the responsibility for its completeness, accuracy, and validity.

All out of state travel shall have prior approval by the County Superintendent of Schools. No funds shall be expended for travel outside the United States.

The County Superintendent of Schools may authorize the advancement of meal per diems for overnight travel only. There will be no meal allowance for day travel/conference.

Please use the following rates to calculate an advance for allowable meals:

Breakfast	\$15.00
Lunch	\$18.00
<u>Dinner</u>	<u>\$29.00</u>
Maximum daily per diem	\$62.00

Per Diem rates include tax/tip. Cash advance/reimbursement may not exceed the approved per diem rates. No travel/conference meals should be charged to YCOE credit cards. A claim must be filed within ten days following the attendance at the event.

YCOE will not pay for working meal meetings unless prior approval is given by the Superintendent or the Deputy/Associate Superintendent responsible for the program and budget. Supporting documentation (agenda, etc.) must have approval signature.

In order to be eligible for reimbursement, expenses must be incurred by employee authorized to travel. A claimant cannot be reimbursed for expenses for spouses, friends or any other employee(s) who are not authorized even though their attendance may be of interest to the County Office of Education.

Claims for **actual** and necessary expenses shall be submitted on the Travel/Conference Approval & Reimbursement Request form (TCR Form, see Exhibit A). All itemized receipts shall be retained and attached to the travel form. A reasonableness test will be performed by the Internal Business Services Department and reimbursements may be adjusted accordingly. If there are special circumstances that require any exception, supervisors' approval must be obtained.

Actual and necessary expenses shall be allowed and paid in accordance with the following:

1. When making arrangements for travel and/or lodging, "government" rates (or the lowest available rate) should be requested. If an employee chooses to upgrade from the standard room or stay at an alternate location that is a higher rate, the employee will be reimbursed the lower rate. When traveling on County Office business within California, employees shall also request that hotels/motels waive the Transient Occupancy Tax that is added to the lodging invoice. This tax is mandated by many cities and counties, but generally exempts federal and state employees traveling on official business. The waiver of the Transient Occupancy Tax must be requested at the time of reservation and a claim form (see Exhibit C) must be submitted upon payment of the hotel/motel bill.
2. Claims for hotel accommodations shall be accompanied by receipts that show dates for which charges were made. In the event a spouse is in attendance, the reimbursement shall not exceed the rate for single occupancy lodging.
3. Reimbursement will be made for the most cost-effective method of travel. Economy, standard, tourist, or similar airfare rates are allowed. When alternate transportation is necessary (taxi, etc.) tips are allowed up to 10% of the total but must be included on the receipt. The option for use of a private vehicle, or air transportation, or other modes may be allowed, except that the County Office shall make reimbursement for transportation resulting in the least cost to the County Office, considering all other costs.
4. Per mile reimbursement for the use of private automobile will be made at the current IRS approved rate. To collect private auto mileage reimbursement, a current "Insurance Certification" form as prescribed by Vehicle Code Division 7, Chapter 3, Article 2, Section 16451, must be on file with Administrative Services. Employees driving on County Office business shall have a valid California Drivers License and proof of insurance on file in Administrative Services. Employees are expected to check personal insurance policy to ensure coverage when traveling on business.
5. All expenses shall be accompanied by properly itemized receipts.

Cash advance or reimbursement of meal per diem when the employee is on overnight travel status shall be paid based on:

First day of travel

Trip requires travel to begin at or before 7 a.m.	Breakfast may be claimed
Trip requires travel to begin at or before 11 a.m.	Lunch may be claimed
Trip requires travel to begin at or before 5 p.m.	Dinner may be claimed

Last day of travel

Travel begins at or before 7 a.m.	Breakfast may be claimed
Travel begins at or before 11 a.m. and ends after 2 p.m.	Lunch may be claimed
Travel begins at or before 5 p.m. and ends after 7 p.m.	Dinner may be claimed

6. A purchase order must be used when making travel arrangements, hotel reservations and conference registrations.
7. **NO** personal expenses, including, but not limited to alcoholic beverages, TV/movie rental, traffic/parking citations, expenses for spouse/dependent, etc., may be claimed.

Documentation Requirements

1. A Travel/Conference Approval & Reimbursement Request (TCR Form, see Exhibit A) must be approved **PRIOR** to attendance. No purchases shall be done prior to this approval, and the receipt of a purchase order. This pre-approval form must include:
 - a. The purpose of the trip.
 - b. The inclusive dates of each trip for which allowances are claimed.
 - c. Sufficient details to establish that the expenses incurred were necessary to accomplish the purpose of the travel.
 - d. An estimate of all expenses. Requisitions must also be completed for any of the expenses that will be prepaid (registration, airfare, etc.).
 - e. Budget category to be charged.
 - f. Required back-up as per TCR form (see Exhibit A)
 - g. Supervisor approval and Business Services review.
 2. If a Cash Advance is to be requested, it should be indicated on the TCR form when submitted and must be completed at least 2 weeks prior to travel.
 3. Upon return of travel, you must complete the Actual Cost column of the TCR form, attach all required receipts and get supervisors reimbursement approval. The claimant shall certify by signature that all amounts claimed were actual and necessary. Final reimbursements will be settled at this time.
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Mileage

Only miles traveled in the performance of official County Office business and approved by supervisor may be claimed. Miles traveled to and from an employee's home are considered non-claimable personal miles. Reimbursement will be made at the current IRS rate. Claims must be submitted on the Mileage/Transportation Reimbursement form (see Exhibit B) to the Internal Business Services department no later than 15 calendar days after the month the expenses were incurred. If the 15th is on a weekend, mileage will be due the Monday immediately following. If reimbursement requests are submitted after that date, they will be considered a non-reimbursable expense.

Criteria for Mileage Computation:

1. Employees who are assigned to a specific county facility will be reimbursed for mileage only when mandatory for their job responsibilities. Only mileage from their normal work location to destination and return will be reimbursed. Regular commute mileage required to reach normal work location will not be reimbursed. If employee travels directly from home to conference, meeting, etc., the lesser of mileage from home or normal work location to destination will be reimbursed. If an employee chooses to use alternate transportation (taxi, etc.) from home/work to travel to a meeting/airport etc., YCOE will not reimburse the expense.
2. Employees who do not regularly report to a specific facility or who occasionally go directly from home to a work location other than their normal location, can claim only those miles accrued after reporting to the first job location of the day. If mileage to this location exceeds mileage from the employee's home to the facility where he/she is assigned, the difference may be claimed. If an employee does not return to a specific facility at the end of a workday, only those miles from the last work location to the facility where the employee is assigned may be claimed.
3. Mileage expenses incurred due to a workshop and/or conference should be reported on a mileage/travel expense form. Prior approval is mandatory.
4. Actual mileage required for meetings which occur outside the normal workday will be reimbursed.

Credit Cards

Yolo County Office of Education maintains credit cards that are the responsibility of the Superintendent. These credit cards may be assigned to individuals on a temporary per use basis only. Credit Cards cannot be used to circumvent the prior approval process required for all travel. The Travel/Conference Approval & Reimbursement Request form (Exhibit A) is required prior to any reservations or any other expenditure where a credit card would be necessary. The approval form requires **prior** approval from the immediate supervisor and the business office to ensure adequate funds are available. This control is necessary to meet audit requirements.

ADOPTED: June 30, 1986

REVISED: 10/28/97; 07/27/98; 06/21/01, 08/22/02; 03/21/06;11/16/10, 2/25/19, 2/22/21