

GRAIN VALLEY SCHOOL DISTRICT

TRAVEL PROCEDURES & GUIDELINES



GRAIN VALLEY
SCHOOLS

Trip Approval Process Professional Meeting Request

A request for teachers to attend a Professional Meeting must be submitted to the building's professional development committee member and/or the building administrator by the employee as soon as they know what conference or workshop the staff member will be attending. All other employees should seek approval from their supervisor before arrangements are made.

Travel will be restricted to "program essential" needs and must be consistent with the school/department goals. Some examples of program essential needs may include:

- CSIP Objectives
- Recruitment
- DESE required training/meetings
- Required by grants
- School Improvement Plan
- MSHSAA Required Training/Meetings
- Involvement of Students
- Receiving an Award

Staff members who personally pay their own way may be allowed to attend conferences with approval of their supervisor. Professional leave may be used contingent on approval from their supervisor and availability of funding for substitutes. Travel arrangements should be scheduled in a fiscally responsible manner:

- Carpool to and from the airport/meeting
- Minimize the number of nights and rooms required for overnight stay
- Minimize the number of staff attending
- Compare the total cost of the trip
- Send minimum number of staff necessary to meet program essential needs

Staff travel will be restricted to the contiguous 48 states. Exceptions may be provided by the Superintendent of Schools.

Staff will be expected to share the information/knowledge gained through professional development/training with other staff members, where appropriate.

It is important that all anticipated expenses be estimated as accurately as possible when completing the travel expense request form. Supervisors will determine whether a particular trip will be fully or partially funded and/or reimbursed.

Car rental requires prior approval from a supervisor and the Assistant Superintendent of Support Services.

For employees who hold a district purchasing card, the use of the P card is recommended for approved expenses that will be incurred during travel. This will keep out of pocket expenses at a minimum for the traveler.

Planning Your Trip

REGISTRATION – Registration forms should be completed by the requestor in My Learning Plan (MLP), when applicable. Select the method of payment and note on the MLP Form. Registrations requiring air travel should be confirmed before flight arrangements are purchased.

AIR TRAVEL Districtlevel personnel are responsible for making all airline reservations. Contact central office as soon as possible prior to traveling to obtain the lowest possible airfares. Reservations should be confirmed at least 3 weeks prior to the trip in order to take advantage of the most economical fares. Air travel reservations WILL NOT be secured without an approved MLP (meeting request) form or approval of a supervisor.

LODGING Lodging reservations are the responsibility of the individual traveler. Comfortable, convenient, but economical accommodations should be sought. When rooms at the hotel hosting the conference are unavailable or are cost prohibitive, other nearby lodgings should be sought.

- Based on budgetary considerations and room availability, the Supervisor may require employees to share rooms. If a hotel room is being shared with another District employee, include that person's name on the receipt and on your expense report. Also include the amount of the reimbursement due to you and the other person if the charges were split at checkout.
- If a hotel room is shared with someone other than a District employee, only the room rate for single occupancy will be reimbursed. If the hotel rate is the same for single and double rooms, attach a copy of the conference registration materials stating room charges. Based on budgetary considerations and room availability, the Budget Manager or Supervisor may restrict hotel room occupancy to employees only.

CAR RENTAL – If approval has been granted for a vehicle, reservations can be secured either by central office or the traveler.

DRIVING If you opt to drive your personal vehicle to an outofmetroarea conference, you will be reimbursed for the actual mileage driven or the cost of airfare, whichever is less. If you plan to drive rather than fly, you must note that on the meeting request form. To obtain air fare contact central office.

PARKING “Garage” parking at KCI is not authorized. Only fees for “Economy“, “Satellite” or “Circle” parking at KCI will be reimbursed. Other parking vendors with comparable rates may also be used.

EXPENSES – Itemized receipts are required for all travel expenses except for mileage. Credit card vouchers are not itemized receipts and do not qualify for reimbursement. Expense reports should be submitted to the supervisor, to be directed to central office, as soon as possible after the trip is complete. Expenses submitted more than 90 days after the end date of the trip may not be reimbursed. Expenses submitted after the end of the fiscal year for expenses in the prior fiscal year will not be reimbursed, except for June travel. Expenses for June travel should be submitted within 30 days of the end of the trip.

TRIP CHANGES OR CANCELLATION If an employee changes or cancels an approved trip for any personal reason, the Supervisor must be notified immediately. Most airline tickets are nonrefundable and nontransferable. If an employee changes or cancels a trip after the tickets have been purchased,

he or she may be held personally responsible for reimbursing the District for the full cost of the tickets. The employee may also be held accountable for other prepaid fees (conference fees, hotels, etc.).

Authorized Expenses & Reimbursement

Itemized receipts for all expenses must be submitted to the Supervisor, to be directed to central office. Receipts for reimbursable expenses should be stapled to the Expense Report. Expenses charged on a district P card should be submitted on a purchasing card transaction log. Reported expenses without itemized receipts will not be reimbursed. Expenses submitted that do not comply with district policy will not be reimbursed.

REGISTRATION – Registration fees should be paid using the district purchasing card. For those employees without a district issued purchasing card, other methods of payment may include a purchase request or request for a check. Checks for registration will be mailed to the vendor unless otherwise requested. Fees paid by the employee are not reimbursable until after the event is completed.

AIRFARE

- Airfare will be reserved by central office.
- The district will reimburse or pay for one piece of luggage to and from the destination, excluding additional charges for oversized or overweight luggage.
- Charges for “early checkin” are the responsibility of the individual traveler and are not reimbursable by the district.

SALES TAX – The District is exempt from sales tax in the State of Missouri. Expenses paid using a district check or district purchasing card are exempt from Missouri sales tax. You are responsible to ensure sales tax is not charged when using either a district check or purchasing card.

LODGING – Lodging expenses should be paid using the district p card. For those employees without a District issued p card, other methods of payment may include purchase request or a check requested to be hand carried by the traveler.

PARKING – “Garage” parking at KCI is not authorized. Only fees for “Economy“, “Satellite” or “Circle” parking will be reimbursed. Other parking vendors with comparable rates may also be used. Receipt is required.

GROUND TRANSPORTATION Parking, taxis, buses, shuttles and tolls— receipts are required.

CAR RENTAL Rental agencies normally require payment from the driver of the vehicle. Expense is reimbursable on an Expense Report or can be charged on traveler’s District p card. Gasoline purchased for use of rental can be charged or is also reimbursable. The vendor’s policies regarding return of the vehicle with a full tank of gas should be followed. Obtain receipts for all gas purchases.

TIPS The maximum tip amount for meals is 20% unless the restaurant charges a predetermined tip amount documented on the itemized receipt.

PHONE CALLS Charges for all necessary business calls are authorized but must be documented with receipts.

MEALS The total daily meal allowances are shown below. Meal gratuity is not to exceed 18% unless the restaurant charges a predetermined tip amount documented on the itemized receipt. Any gratuity over 20% will become the personal expense of the traveler. Itemized receipts are required for all meals.

Location	Breakfast	Lunch	Dinner	Not to Exceed the Daily Meal Allowance
Arkansas, Delaware, Iowa, Kansas, Kentucky, Michigan, Mississippi, Missouri, Nebraska, New Hampshire, North Carolina, North Dakota, Oklahoma, Rhode Island, South Dakota, Virginia, West Virginia, Wisconsin	\$14	\$16	\$29	\$64
Alabama, Arizona, Connecticut, Florida, Georgia, Indiana, Louisiana, Maine, Maryland, Montana, Nevada, New Jersey, New Mexico, Ohio, South Carolina, Tennessee, Texas, Utah, Vermont, Wyoming	\$16	\$17	\$31	\$69
California, Colorado, Idaho, Illinois, Massachusetts, Minnesota, New York, Oregon, Pennsylvania, Washington, Washington DC,	\$17	\$18	\$34	\$74

When traveling for a partial day, the following times will be approved for meal reimbursement.

Breakfast Departing before 7:00 AM

Lunch Traveling between 11:00 AM and 1:00 PM

Dinner Arriving back after 7:00 PM

When meals are included as a part of registration for the conference they are not eligible for reimbursement. For example, if the conference offers lunch, then a lunch reimbursement will not be approved. Documentation for meal expenses involving more than one person should include the other participant's names and affiliation to the district.

Business Meal Expenses Not Associated with Travel Meals within the district and the Kansas City Metropolitan Area for employees and/or nonemployees are not reimbursable unless the following conditions apply:

- The meeting could not have reasonably been scheduled at any other time.
- There is the expectation of deriving some current or future benefit for the district.
- The employee is representing the district in an official/professional capacity.
- The employee is actively engaged in a business meeting, a professional organization activity or activity necessary to performance of the employee's job duties.
- There is a clear business purpose.

Receipts for meals not associated with travel must include:

- The business purpose of the expenditure.
- The name(s) and the business relationships of individuals for whom the expenditures were made.

REIMBURSEMENT Reimbursement for expenses will be made on a monthly basis, following a regular board meeting.

Summary of Unauthorized Expenses

1. Alcoholic beverages The cost plus the tax and tip for any alcoholic beverages consumed as part of a meal must be deducted from the restaurant receipt prior to submitting for reimbursement.
2. Movie tickets, theater tickets, inroom movies, tours and other entertainment
3. Expenses for spouse, children or other traveling companions
4. Gifts
5. Personal items including candy, snacks, tobacco and toiletries
6. Unauthorized car rentals
7. Personal phone calls
8. Commuting mileage from home to workplace
9. Gasoline for personal vehicle
10. Expenses submitted without itemized receipts
11. Tipping exceeding the limits stated within these guidelines

InTown Mileage Reporting

For eligible employee's, personal vehicle usage – reimbursed at the district’s normal “per mile” rate. For trips between district buildings, refer to the district’s building to building mileage chart. Other mileage can be calculated using Google Maps or your vehicle’s odometer. Refer to the Out of District Mileage chart for the mileage of frequently used destinations.

Distance	Mileage	Distance	Mileage	Distance	Mileage
CO/NMS/ECPB	1.4	ME SMS/SP	3.2	PBHS/SNI	3.6
CO/NMS/ECME	3.1	SNI/HS PB	3.6	PBSMS/SP	5.0
CO/NMS/ECHS/SNI	4.2	SNI/HSSMS/SP	2.6	SMS/SPSNI/HS	2.6
CO/NMS/ECSMS/SP	5.6	SNI/HSME	1.7	SMS/SPME	3.2
MECO/NMS/EC	3.1	SNI/HSCO/NM/EC	4.2	SMS/SPPB	5.0
MEPB	2.4	PBCO/NMS/EC	1.4	SMS/SPCO/NMS/EC	5.6
MESNI/HS	1.7	PBME	2.4		

Instructions for Completing the Expense Report

1. Reimbursement for expenses paid out of pocket can be requested by submitting an Expense Report to your supervisor for approval and then to central office. ONLY expenses paid by the employee should be reported on the Expense Report. Expenses charged on a District purchasing card should not be entered on an Expense Report.
2. Enter name, building and account to be charged.
3. List all expenses by day in the appropriate columns. Only expenses for which reimbursement is being requested should be entered. Explanation of entries in the “MISCELLANEOUS” column should be noted in the designated section in the lower portion of the form.
4. Total all columns and rows (horizontally and vertically). Attach all itemized receipts.
5. Calculate round trip mileage from your home or your work location, whichever is closest to your destination. Multiply the mileage total by the current reimbursement rate and add to other expenses.
6. Sign and date the form and forward to the appropriate Budget Manager/Supervisor for approval.
7. Reimbursements are monthly.

Common Out of District Mileage Chart

From Grain Valley To:	Roundtrip Mileage
KCI Airport	92.2
Belton High School	72.2
Fort Osage High School	19.8
Platte County High School	99.6
Kearney High School	82.8
Smithville High School	86.4
William Chrisman High School	34
Raytown High School	35.6
University of Missouri Columbia	212
University of Central Missouri Warrensburg	82.4
University of Central Missouri Summit Technology Academy	41.4
Lodge of the Four Seasons, Osage Beach MO	304
TanTarA Resort, Osage Beach, MO	314.0
Jefferson City	274.0
St. Louis	520.0

Any **business** use of a personal vehicle after arrival at the destination is also reimbursable and should be added to mileage shown above.

If the destination is not listed above use Google Maps to determine the distance traveled and enter that mileage into the travel spreadsheet. Please provide a printed copy of the Google map as supporting documentation.

Sales Tax Exemption Form available upon request, and when required.