

Cash Receipts and Expenditures

Travel

Mileage—

Payment/Reimbursement voucher forms must be completed by employees within 5 working days of return from travel. The form must include the dates and purpose of travel, destination(s), time of departure and return, and mileage.

A travel/conference request and arrangement form must be completed prior to registration for conferences and events, and approved by the employees' immediate supervisor. The form must include the dates and purpose of travel, destination, estimate of travel cost, lodging and per diem costs. Supporting documentation (meeting/conference agenda) is required for each traveler. Each traveler must complete this form. Authorizations must be approved prior to purchase or booking of any travel arrangements. In-state travel must be approved by the employee's immediate supervisor. An administrator or board employee's immediate supervisor shall be the superintendent or business manager. Prior approval is required for all out of district travel by certified and classified employees. Administrators shall email the superintendent for all out of district travel and shall complete the travel/conference request and arrangement form, for overnight and for out of state travel.

If employees accompany student groups on activity trips and ride the activity bus, prior approval is granted at the time the School Board approves the activity travel. Employees who accompany student groups on activity trips and do not ride the bus are required to complete the Travel/Conference Request and Arrangement Form.

Out-of-state travel must be approved by the immediate supervisor and applicable administrator. An administrator or board employee's immediate supervisor shall be the superintendent or business manager.

Travel Reimbursement—

A payment/reimbursement voucher must be completed within 5 working days of return from travel.

Lodging, airfare, taxi, parking, or other transportation and baggage fees paid by the employee require receipts to be reimbursed. Expenditures not supported by receipts will not be reimbursed, unless expressly approved by the supervisor in extraordinary circumstances. Per diem reimbursement requests must be included on the payment/reimbursement voucher. Conference agendas, completed mileage logs, or other documentation supporting times of departure and return are required for per diem meal reimbursements (see state travel per diem schedule). It is the policy of the District to reimburse food on a per diem rate rather than by actual costs.

CKB