Coquille School District 8

District Procedure

Travel Reimbursement

The following is the procedure used pertaining to authorized school district travel.

TRAVEL REQUEST:
Whenever possible, travel requests should be turned in to your school secretary a week prior to the event in order for the secretary to get the proper authorizations. When attending a conference, please attach the agenda to the request.

PERSONAL CREDIT CARD AND REWARDS POINTS:
If a credit card is going to be used, it must be a district card obtained from your building secretary. Due to strict "public gain" laws, the use of personal credit cards is not permissible. In addition, the use of a personal rewards number (Safeway/Fred Meyers etc.) is also not permitted.

LODGING: The district will pay for lodging at the government or conference rate, whichever is lower. When employees are traveling together, room reservations will be shared. Two employees of the same gender to a room. If the employee chooses to have their own room, the district will not reimburse for the room expense. Lodging expenses will include all lodging taxes. Personal business, including telephone and movies will remain the responsibility of the individual.

MEAL EXPENSE: The district will pay for meals based on the actual expense incurred with the following being the maximum to be reimbursed:

Breakfast:	$ 11.50
Lunch:	$ 11.50
Dinner:	$ 18.00

When attending a conference where meals are provided in the registration package, no additional reimbursement will be allowed for those meals. Itemized receipts showing meals and drinks purchased (no alcohol) will be required prior to reimbursement. Should an employee spend more than the above stated maximum rates, the reimbursement will be limited to the maximum allowed. Should the employee use the District credit card and exceed the maximum amount, the employee will be expected to reimburse the District for the excess upon return from travel.

MILEAGE: The district has two staff vans available for use when traveling. To reserve one of the vans, call the district Transportation Coordinator at x4503. If the employee chooses to take their own vehicle and a district vehicle is available, there will not be any mileage reimbursement. If there is no district vehicle available, the reimbursement rate for district sponsored travel in personal vehicles will be at the rate of $.375 per mile.

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In cases where at the discretion of the principal, an agreement is reached with an employee regarding travel expenses for a particular trip, that agreement must be clear and understood prior to the travel. The principal will need to email the business manager with what has been agreed upon. If actual gas reimbursement is to be used, then the employee must have their vehicle filled with their own funds prior to the travel, and then filled again upon return using District funds.

IN DISTRICT TRAVEL: Classified employees required to travel between buildings (leave a building – go to another building – return to building) on a regular basis and wish to be reimbursed for that expense will be required to keep a daily log of trips, to be signed by building administrator and turned in monthly with their time sheet. Mileage log can be recorded on a calendar or other informal document – no certain format is necessary. Payment will be made upon submission of completed Request for Reimbursement.

Licensed employees required to travel between buildings on a regular basis and wish to be reimbursed for that expense have one of two options: 1) Will be required to keep a daily log of trips, to be signed by building administrator and turned in monthly with their time sheet. Mileage log can be recorded on a calendar or other informal document – no certain format is necessary. Payment will be made upon submission of completed Request for Reimbursement. 2) Will be paid in accordance with Article 28, C, 2, of the Coquille Education Association CBA.

Revised: August 30, 2016