

Travel Expense/Reimbursement Guideline

The Eastern Local Board of Education recognized the need for employees to attend professional development and professional meetings relative to their assignment area or area of expertise. The board encourages employees to pursue individual knowledge for the betterment of the educational delivery system within the district. The board also recognizes members of the board shall attend professional meetings to stay abreast of current educational issues. These guidelines accompany Board of Education Policy 3440 and 4440.

The board recognized that professional meeting and development will require guidelines for the payment of related expenses and reimbursements to district employees. The board establishes the following guidelines related to such expenses:

- Advance approval for professional meetings and development will be made in accordance with any applicable negotiated agreements. Exempt employees will require verbal authorization from their immediate supervisor.
- The district will pay any reasonable cost of a properly approved professional meeting. It will be the responsibility of the individual attending the professional meeting to prepare requisitions or the cost of the meeting and any related reimbursements of travel cost.
- Lodging shall be reimbursed at the actual cost of the room not including taxes. Lodging will only be reimbursed during the days of the applicable professional meeting and the evening prior to the meeting if the meeting is in excess of 100 miles from the district. The employee attending the meeting shall present tax exemption forms to the hotel and shall verify upon receipt of the hotel invoice that no taxes were charged. If taxes are charged they will be the responsibility of the employee. It should be noted that many rooms that are booked using a travel based internet site (i.e. Expedia) include taxes and many times these will not be waived by the company. The district will not reimburse an employee for any damages caused to the room, movies, personal phone calls, or fines and fees for late cancellation. Room service can be reimbursed, but only up to the maximum allowable per the meals reimbursement portion of this policy.
- Meals may be reimbursed only during meetings that require overnight stay. Actual receipts must be presented and attached to the travel reimbursement form. Gratuities not to exceed 15 percent of the purchased meal shall be reimbursed if they are reflected on the receipt. The district will reimburse up to the following maximum rates exclusive of any tax: breakfast - \$5.00, lunch - \$10.00, dinner - \$20.00. The district will not reimburse if meals are included in the registration fees of the professional meeting. The cost of alcoholic beverages will not be reimbursed.
- Mileage shall be reimbursed at the applicable IRS rate at time of travel. Employees shall use the standard round trip mileage from Eastern Local School District. If the destination is not reflected on this form, actual mileage shall be used.
- Out of state travel will be reviewed on a case by case manner. Out of state travel will only be considered if the training cannot be obtained within the state of Ohio, the training fits into the district or building continuous improvement plan, and the training will have a direct benefit to the employee's assignment area.

This policy is not intended to address every issue, exception, or contingency that may arise in the course of travel. Items not included in this policy will be reviewed by the Superintendent and Treasurer.