

Travel, Meals
& Lodging
Reimbursement
Guidelines
for
Campbell County
School District



Update as of January 1, 2009

TRAVEL, MEALS & LODGING REIMBURSEMENT GUIDELINES

for

Campbell County School District

It is the responsibility of the traveler and their immediate administrator/supervisor to assure that all travel charged to Campbell County School District No. 1(District), regardless of the source of funds, is accomplished for the benefit of the District, is necessary, and such travel utilizes the most cost effective arrangements.

All necessary expenses incurred for goods and services purchased while traveling on official District business will be reimbursed up too but not exceeding the amount of the IRS-APPROVED TAX-FREE ALLOWANCES FOR TRAVEL. (See the current IRS per diem rates at the U.S. General Services Administration website, <http://www.gsa.gov>).

TRAVEL

AUTOMOBILE

School District - District employees traveling by automobile are encouraged to utilize a District vehicle when one is available and if needed to check out a District gas credit card.

Note: In order to use a District vehicle the employee must have taken the District Transportation Department's defensive driving class.

Personal - A personal vehicle may be used if a District vehicle is unavailable.

Mandatory Professional Development

When using a personal vehicle for mandatory professional development, the employee will be reimbursed at the District's current mileage reimbursement rate.

Mileage Reimbursement

The District will reimburse the employee on a per mile rate set by the School Board. As of January 1, 2008, the mileage rate is .550 cents per mile.

The mileage claimed is not to exceed the mileage identified from the latest Rand McNally Road Atlas or the current mileage listing set by the District's Transportation Department. The mileage set by the District's Transportation Department can be found at the end of this document, starting on page 11.

The accounting staff will check the mileage being requested against the base mileage chart established by the District's Transportation Department. If the number of miles on the reimbursement form exceeds the mileage on the base mileage chart, the mileage reimbursement request will be reduced. If additional mileage was required in order for the employee to complete District business, we will need an added memo from you and initialed or signed by your administrator/supervisor to this effect.

Non-Mandatory Professional Development

When using a personal vehicle for non-mandatory professional development, the employee will need to get prior administrator/supervisor approval on which one of the following fuel reimbursement methods to be used.

School District Gas Credit Card - A District gas credit card is checked out from the Transportation Department. *A District gas credit card is not to be used for the initial fill up from Gillette/Wright, only for the return fill up.*

or

Gas Reimbursement - for actual costs. *The initial fill up from Gillette/Wright will not be reimbursed, only the return fill up.*

or

Mileage Reimbursement - See above for guidelines.

Rental - Use of a rental car may be authorized by your Administrator/Supervisor only when it is essential to conduct District business. The employee is to make prior arrangements with the rental agency to ensure the most economical vehicle available. When renting a car in the name of the District additional insurance coverage will be necessary for physical damage. The District's current insurance policy covers rental cars as long as a District *employee is* driving.

Taxi, Shuttles - Services such as these will be reimbursed only from a vendor generated receipt.

*Any gratuities associated with these types of travel **will not** be reimbursed and **should not** be charged against the District.*

Parking, Tolls - Services such as these will be reimbursed only from a vendor generated receipt.

COMMERCIAL AIRLINES

Reservations should be requested as far in advance as possible to aid the District in taking advantage of discounted air fares having an advance purchase requirement, or lesser fares that may become available through waiting list procedures.

MEALS & LODGING

NOTE: The District Administrator/Supervisor should not be allowing reimbursement for lodging/meals of employees when it would be more economical and advantageous to the District for them to return to Gillette/Wright.

Campbell County School District No. 1 is an agency of the State of Wyoming and is sales tax exempt in and by all Wyoming businesses by Wyoming State Statute 39-15-105 (a) (iv) (A). All District employees who are traveling in state are encouraged to use the different avenues available by the District in order for this tax exempt status to be honored. Some of the options are 1) District Purchasing Cards's, both individual issue and check out, 2) Vendor Travel Vouchers, and 3) prior planning in order to have a purchase order entered for lodging, a check ran during a normal board with the check ready for the traveling employee on departure date.

As per District Purchasing Regulation 3320-R, the District will not be reimbursing any employee for Wyoming State sales taxes paid for goods or services purchased, or on travel charges for District use.

MEALS

Non-Students

If an employee is unable to return to their home/school within one hour after the approximate meal time (12 noon/lunch or 7pm/dinner) the District employee may be reimbursed for or have the next meal charged to the District.

Actual expenses incurred for meals will be reimbursed up to but not exceeding the dollar amount allotted for the area being traveled to for the Meals and incidental expenses (M&IE). (See the current IRS per diem rates at the U.S. General Services Administration website, <http://www.gsa.gov>).

Reimbursements will be given only from itemized receipts generated by the vendor where the goods were obtained or from itemized charge card receipts which show the vendor identification. The receipt must specify the vendor's name, address and date such goods were received.

Gratuities

Reimbursement for gratuities is at the sole discretion of your Administrator/Supervisor.

Reimbursement for gratuities listed on charge slips and meal receipts will be reimbursed up to but not exceeding 15% of the amount listed for the total cost of the meal items listed on the receipt; this amount is the total before any state sales tax or service fee has been added. **Cash gratuities left on tables are not reimbursable.**

Additional Items not reimbursable

Absolutely no charges for alcoholic beverages will be reimbursed. Also, items such as ice cream cones, candy bars, gum, sunflower seeds, cans of soda pop, speciality coffee/drinks, bottled water, etc. are considered incidental expenses and **will not** reimbursed.

Optional banquet/meal or entertainment/social events that occur in conjunction with conferences/seminars are not reimbursable.

Students - Guidelines

A. Time Guidelines for Student Meals

If you cannot return to your home school within one hour after the approximate meal time (12 noon/lunch or 7pm/dinner) you should plan for the students to bring a carry-on meal of their own or feed the students at the District's expense according to meal guidelines.

B. Criteria for Student Meals at **District Expense**

1. For trips of 100 miles or less one way:

- a. If only one meal is required, it will be a carry-on meal provided by the student.
- b. If more than one meal is required, the first meal will be a sack lunch provided by the student, and the school will budget for all other necessary meals.

2. For trips over 100 miles one way:

- a. If only one meal is necessary, the school is to budget for it.
- b. If more than one meal is required because of the duration of the activity trip, the first meal will be a carry-on meal provided by the student, and the school will budget for the other necessary meals.

C. Student Activity Meal Guidelines

1. Number of meals per day - a maximum of three (3) meals per day at District expense is allowed for any one group (if an overnight trip).
2. Each meal purchased at the District expense may not exceed the following established guidelines for that meal. **Note: the total amount allowed includes the gratuity which may not exceed 15%.**

Breakfast	\$6.00
Lunch	\$7.50
Dinner	\$9.00

3. Coaches/sponsors do not need to budget the maximum amounts per meal for trips, but **the District wants each student to have a good, balanced meal for breakfast, lunch and dinner. Skipping meals to combine the meal allotments for a more expensive meal is not allowed.**

LODGING

When travel extends beyond one calendar day, the employee is eligible for reimbursement of lodging accommodations in moderately priced establishments, taking advantage of educational or governmental discounts when available. When lodging cannot be obtained in the area for the amount listed on the IRS-APPROVED TAX-FREE ALLOWANCE FOR TRAVEL sheet, prior administrative approval is required. (See the current IRS per diem rates at the U.S. General Services Administration website, <http://www.gsa.gov>).

All lodging receipts must identify, vendors' name and business address, room rates, number of occupants, name(s) of people using the lodging, and an itemization of each item charged to the occupant(giving date, item and amount charged).

If an employee makes lodging reservations and then fails to use the reservation and subsequently either the employee or the District is charged, it is considered the employee's responsibility to pay such charges, and not the District.

Gratuities / Room Services / Phone / Internet / Laundry Services & Movies

Items such as gratuities associated with Bell Hops and Porters, room service charges, phone & internet usage fees, laundry services, and movies are considered incidental expenses and are not reimbursed.

An employee who takes family members on a trip is responsible for **all expenses** incurred for the family members and the cost difference in room rates between a single and double motel/hotel room. If this cost difference was billed to the District, it is the employees responsibility to notify the proper District employees and to reimburse the District with 5 working days after returning to Gillette/Wright.

When making lodging arrangements employees are to inquire if the District's tax exempt status will be honored. Businesses outside the state of Wyoming are not required to honor the District's tax exempt status. Taxes associated with Lodging businesses are reimbursable to the employee.

OTHER EXPENSES / FEES

- Phone - All personal phone calls are not reimbursable. If a call to a District work location is required, prior approval from your Administrator/Supervisor is needed and then it should be a collect call.
- Faxes - If a business fax is required, payment for actual costs incurred will be reimbursed with Administrator/Supervisor approval.
- Internet - Only if internet access is required in order for the employee to stay connected to the District during their trip will these costs be reimbursed.

TRAVEL ADVANCES

There are only two types of travel where money advances are permitted. 1) when students are going to an area where District Travel Vouchers are not accepted and 2) when the Transportation Department picks up new buses. Written approval is given by the Associate Superintendent for Instructional Support for these types of travel advances. With advances the travel advance packet guidelines are to be followed. *Don't ask unless you fall in these two categories.*

ADVANCED VENDOR PAYMENTS

Employees are encouraged to go through their Administrator/Supervisor to request advance payments directly to vendors when the amount for services can be identified. The two main types of advance vendor payments are for commercial airlines and hotel/motel rooms when dates and rates are known. For these types of advance payments the vendor needs to fax, to Accounting, a copy of the reservation conformation sheet with pricing for our backup information.

Original receipts need to be either mailed from the hotel/motel management or brought back to the Accounting department for warrant backup information.

CHECK OUT OF SCHOOL DISTRICT VISA CHARGE CARDS

There are a few VISA charge cards available for travel use. Currently two locations have VISA charge cards available, 1) the High School North Campus, from the Administrative Assistant for the Director of Activities, for use by employees surrounding sports and activities, and 2) from the Administrative Assistant to the Superintendent for Instructional Support at the Educational Services Center for all other employee type travel.

To request a VISA charge card the employee needs to fill out and submit a *Credit Card Check-Out Request* form, as far in advance as possible. VISA charge cards are limited in number and are on a first come first serve basis.

When using a District issued VISA card, its use still is to be within the cost limits established in these guidelines. All receipts, any reimbursements (Wyoming sales tax, tip overages, etc.) and the District issued VISA card are to be returned to the issuing department the next business day upon returning to Gillette/Wright.

SUBMISSION OF TRAVEL CLAIMS TO THE ACCOUNTING OFFICE

Vendor Travel Voucher Form

Vendor Travel Voucher Forms may be obtained from the Accounting Department at the Educational Services Center or from most school/building secretaries.

In state

Businesses are not obligated to accept a District's Vendor Travel Voucher form. Please check with the business manager prior to ordering to see if the voucher will be honored.

Out of State

Do not expect out of state businesses to accept the District's Vendor Travel Voucher Form nor honor the District's Wyoming tax exempt status. Please have other payment means with you.

It is the responsibility of the employee to fill out the Vendor Travel Voucher Form legibly and accurately, prepared in ink and to have all acceptable receipts attached.

It is the Administrator/Supervisor responsibility to see that all reimbursement requests are within the approved guidelines, assign the proper expenditure account code(s), sign and date the Voucher giving their approval for the payment/reimbursement.

All reimbursement payments go through the normal board time lines and the Accounting Technician will deduct any amount that does not have proper receipts.

Employee Travel Reimbursement

An Employee Travel Reimbursement Form may be obtained from the Accounting Department at the Educational Service Center or from most school/building secretaries.

It is the responsibility of the employee to fill out the Employee Travel Reimbursement Form legibly and accurately, either type written or prepared in ink and to have all acceptable receipts attached.

It is the Administrator/Supervisor responsibility to see that all reimbursement requests are within the approved guidelines, assign the proper expenditure account code(s), sign and date the Voucher giving their approval for the reimbursement.

All reimbursement payments go through the normal board time lines and the Accounting Technician will deduct any amount that does not have proper receipts.

UNDERSTANDING PAY FOR TRAVEL TIME (per FLSA guidelines)

1. Generally, the time a nonexempt employee spends commuting from home to work is not considered working time and does not have to be paid.
2. If an employee is called into work for an emergency situation, travel from home to work is work time.

UNDERSTANDING PAY FOR TRAVEL TIME (per FLSA guidelines) cont.

3. You must pay a nonexempt employee for all time spent traveling to a seminar, training session, or work assignment that lasts for a day. You must also pay for all time spent at the seminar, training session, or working. The employee is considered to be on a special assignment performed for the employer's benefit. (Example: If a nonexempt employee travels two hours to a seminar, attends the seminar for eight hours, and then drives home for two hours, you will have to pay for eight hours at the seminar and four hours of travel time.)
4. Time an employee spends traveling as part of his principal activity, such as travel from job site to job site during the workday is to be counted as hours worked.
5. Overnight travel: If a nonexempt employee travels to a seminar, training session, or work assignment and leaves the day before the seminar or work begins, you only have to pay for the travel time that cuts across (overlaps) the employee's regular workday. In this case, the employee is simply substituting travel for other work duties. Thus, if the employee normally works from 9 a.m. to 5 p.m., and leaves for the seminar at 4 p.m. and arrives at 9 p.m., you are only required to pay for one hour of travel time.

Travel time on non working days is also considered work time if conducted during normal work hours. For example, if the same employee travels on a Saturday, you must pay for any travel time between 9 a.m. to 5 p.m.. Again you may deduct normal meal periods from the travel time, as long as the employee does not perform work during the meal period.

Note, however, the apparent inconsistency in the FLSA regulations. Employees who travel on the same day they attend a seminar or perform work are paid for all the time spent traveling. At the same time, employees who travel on one day and attend the seminar or perform the work the next day are compensated only the time that cuts across their normal workday.

6. Travel time during non work hours may be considered work time that must be paid if the employee actually performs work while traveling.

FALSE CLAIMS IS A FELONY

Travelers are reminded that any misrepresentation in any amount constitutes a felony offense under W.S. 6-5-303. The Claimant attests to the validity of the claim when he signs the perjury statement on each voucher:

"I certify under a penalty of perjury and subject to the provisions of W.S. 6-5-303 and its penalties, that the foregoing claim is a true and just record of necessary expenses paid by me while on official School District business and for which I am legally entitled to reimbursement by the Campbell County School District. I do further certify that no part of the foregoing claim has been paid by the Campbell County School District or any other source."

CODE OF CONDUCT

Campbell County School District's reputation is built on what its people do every day. Our reputation was built on the honesty of thousands of people over the years, and we recognize that we can diminish that reputation in one single instant. High standards of ethical behavior makes good business sense. Your actions may enhance, maintain, or damage this standard we have developed. Therefore, we expect you to exercise the highest standard of ethics in all of your decisions that may impact Campbell County School District No.1.

USE OF DISTRICT PROPERTY

Employees need to use due diligence for the protection of any District property in their possession as to avoid loss from damage or theft.

VENDOR TRAVEL VOUCHER FORM

Phone (307) 682-5171

Campbell County School District No. 1
PO Box 3033 Gillette, WY 82717-3033

Fax (307) 682-6187

Vendor Name _____ Store Address _____ City, State & Zip _____ Phone () _____ - _____	Remit Vendor Name _____ <small>(if different from left)</small> Address _____ City, State & Zip _____ Phone () _____ - _____
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****** NOTE TO VENDOR & CCSD STAFF: CCSD IS TAX EXEMPT UNDER WYOMING STATE STATUTE 39-15-105 (a)(iv)(A)**

- Please see that this form is legible and accurate, prepared in ink and **all vendor generated itemized receipts** are attached.
- It is the responsibility of the District employee to pay for: movies, personal phone charges, alcoholic and/or speciality beverages.
These types of charges are not to be included in the dollar amount being requested for payment on this form.
- **After signing the vendor is to keep the last page or the goldenrod copy of this voucher until payment is received.**

TYPE OF SERVICE

Meals: (✓ one)	# of	Total Costs	
___ Breakfast	___ Students	_____	* Gratuity not to exceed 15% *
___ Lunch	___ Staff	_____	
___ Dinner	___ Others/Driver	_____	
			Total for all above Meals (1) \$ _____
Lodging:	# of	# of nights	Cost per Room
_____ Students	_____	_____	@ _____
_____ Staff	_____	_____	@ _____
_____ Others/Driver	_____	_____	@ _____
			Total for all above Lodging (2) \$ _____
Registration Fees:	# of	Total Costs	
_____ Students	_____	_____	
_____ Staff	_____	_____	
_____ Others/Driver	_____	_____	
			Total for all above Registration Fees (3) \$ _____
Miscellaneous:			

			Total for all above Miscellaneous (4) \$ _____

TOTAL VENDOR PAYMENT REQUEST \$ _____

☆ **VENDOR CERTIFICATION** - "I certify under penalty of perjury and subject to the provisions of W.S. 6-5-303 and its penalties, that this voucher and the items therein are correct and just in all respect."

Signature of Claimant _____ **Date** ____/____/____

Remaining portion to be filled out by Campbell County School District No. 1

_____ Person, Sponsor or Coach(es)	_____ Detailed Description of Event Attended	_____ Bus Driver Name
____/____/____ - ____/____/____ Date(s) Inclusive:	_____ Location visited	_____ Transportation Trip #
Payment Authorized by: _____ Signature of the Administrator/Supervisor Expenditure Acct # _____ \$ _____	Transportation charges: _____ Authorized by: Expenditure Acct # _____ \$ _____	For Accounting use only: Warrant # _____ Date: ____/____/____

Last copy(goldenrod) to vendor when services are received

(Distribution by Accounting of copies after processing: White - Accounting / Canary - Accounting / Pink - School)

EMPLOYEE TRAVEL REIMBURSEMENT FORM for Campbell County School District

EMPLOYEE NAME _____
 MAILING ADDRESS _____
 CITY, STATE, ZIP _____

CCSD WORK LOCATION _____
 Reimbursement will be sent to your school location unless otherwise stated by you.

Description of Event: _____ Date(s) Inclusive ____ / ____ / ____ - ____ / ____ / ____
 Location _____

NOTE: It is the responsibility of the employee to:

- have read the Travel, Meals & Lodging Reimbursement Guidelines for district employees.
- see that this form is legible and accurate, either type written or prepared in ink and to have all acceptable receipts attached.

Travel:
 Actual Gas Costs _____
OR Mileage _____ miles at \$ _____ per mile _____
 Other: (Taxi, Shuttles, Parking Fees, Tolls, Rental, Airline) _____

 Total for all above Travel (1) \$ _____

Meals: (see IRS TAX-FREE ALLOWANCE FOR TRAVEL for the location you visited)

# of	Total Costs	
_____ Breakfast	_____	* Gratuity not to exceed 15% *
_____ Lunch	_____	
_____ Dinner	_____	

 Total for all above Meals (2) \$ _____

Lodging: (see IRS TAX-FREE ALLOWANCE FOR TRAVEL for the location you visited)

# of nights	Hotel/Motel Name	Total Costs
_____	_____	_____

 Total for all above Lodging (3) \$ _____

Miscellaneous: _____

 Total for all above Miscellaneous (4) \$ _____

TOTAL EMPLOYEE REIMBURSEMENT REQUEST \$ _____

☆EMPLOYEE CERTIFICATION - " I certify under penalty of perjury and subject to the provisions of W.S. 6-5-303 and its penalties, that the foregoing claim is a true and just record of necessary expenses paid by me while on official School District business and for which I am legally entitled to reimbursement by the Campbell County School District. I do further certify that no part of the foregoing claim has been paid by the Campbell County School District or any other source."

Signature of Employee _____ Date _____

ADMINISTRATOR/SUPERVISOR - I have reviewed the above expenditure reimbursement request items, and have found them to be within the Campbell County School District's TRAVEL, MEALS & LODGING REIMBURSEMENT GUIDELINES. I have listed the amount I authorize to be reimbursed to this employee.

TOTAL REIMBURSEMENT AUTHORIZED \$ _____

Signature of the Administrator/Supervisor for the above named employee _____

Expenditure Account(s): _____ \$ _____ _____ \$ _____	For Accounting Use Only
	Warrant # _____ Date ____ / ____ / ____

Distribution of copies after processing: WHITE - ACCOUNTING (w/warrant backup) CANARY - ACCOUNTING (file by #) PINK - ACCOUNTING (w/warrant-employee) GOLDENROD - SCHOOL

Campbell County School District Transportation Base Mileage Chart

From ESC/Transportation Dept to District Locations

Campbell County High School (North).....	2.32
Campbell County High School (South).....	2.64
Wright Jr/Sr High.....	39.88
Westwood High School.....	.35
Sage Valley Jr High.....	1.82
Twin Spruce Jr High.....	.88
Conestoga Elementary.....	7.54
Cottonwood Elementary.....	40.30
Four-J Elementary.....	27.79
Hillcrest Elementary.....	2.21
Lakeview Elementary.....	1.96
Little Powder Elementary.....	47.48
Maintenance.....	1.92
Meadowlark Elementary.....	1.58
Paintbrush Elementary.....	1.89
Pronghorn Elementary.....	3.41
Rawhide Elementary.....	7.93
Recluse Elementary.....	35.58
Rozet Elementary.....	16.23
Stocktrail Elementary.....	.15
Sunflower Elementary.....	1.82
Wagonwheel Elementary.....	.86

**CAMPBELL COUNTY SCHOOL DISTRICT TRANSPORTATION
BASE MILEAGE CHART/MILEAGE FROM GILLETTE**

IN STATE

Wyoming Cities	One Way	Round Trip
Afton	481	962
Aladdin	83	166
Basin	190	380
Buffalo	70	140
Casper	136	272
Cheyenne	242	484
Clearmont	70	140
Cody	250	500
Devils Tower	70	140
Douglas	113	226
Dubois	325	650
Evanston	461	922
Glenrock	143	286
Green River	376	752
Greybull	198	396
Hulett	75	150
Jackson	411	822
Kaycee	108	216
Kemmerer	423	846
Lander	272	544
Laramie	249	498
Little Powder	43	86
Lovell	203	406
Lusk	157	314
Midwest	89	178
Moorcroft	28	56
Moran Jct.	381	762
Newcastle	76	152
Osage	64	128
Pinedale	408	816
Powell	226	452
Rawlins	247	494
Recluse	37	74
Riverton	243	486
Rock Springs	361	722

**CAMPBELL COUNTY SCHOOL DISTRICT TRANSPORTATION
BASE MILEAGE CHART/MILEAGE FROM GILLETTE
IN STATE (CONT.)**

Rozet	15	30
Saratoga	283	566
Sheridan	103	206
Shoshoni	225	450
Sundance	61	122
Ten Sleep	105	210
Thermopolis	193	386
Torrington	208	416
Upton	50	100
Wheatland	173	346
Worland	160	320
Wright	40	80
Yellowstone	301	602
Out of State		
Montana Cities	One Way	Round Trip
Billings	240	480
Broadus	86	172
Hardin	203	406
Miles City	165	330
South Dakota Cities	One Way	Round Trip
Rapid City	145	290
Spearfish	100	200
Sturgis	120	240
Missouri Cities		
Kansas City	1003	2006
Nebraska Cities		
Chadron	230	460
Scottsbluff	253	506
Colorado Cities		
Denver	350	700