

Pacific Grove Unified School Districts

Per Board policy and Education codes 44032 and 44033, the following are guidelines for travel and expense payment. All rates for travel and expense payment will be reviewed annually using Federal GSA Domestic per diem rates.

A. Travel Within the District

1. With prior written approval from the Site Administrator or Supervisor, or as noted in the job description, employees may claim mileage at the current District approved rate.
2. Reimbursement will occur when an employee submits an approved Request for Reimbursement form.
3. All claims must be made in the fiscal year that they occurred.
4. Per mile rate of reimbursement will be current IRS rate.

B. Travel Outside the District

An employee attending a conference or meeting at District expense must have prior written approval by the Site Administrator/Supervisor on the appropriate authorization form.

Attendance will be subject to funds availability as verified by the Assistant Superintendent, Business.

Reimbursement for Travel

1. Employees may be reimbursed for automobile travel expenses on the current IRS rate. A reimbursement is for actual miles traveled in private vehicles equal to the rate currently established by the District.
2. When two or more people are attending the same conference or meeting, every effort should be made to utilize a single vehicle.
3. When a single privately owned vehicle is approved for travel, and two or more share transportation, mileage reimbursement will be for only one party attending the conference or meeting.
4. In all reimbursement for travel, the maximum amount allowed shall be equal to the cost of travel by ordinary air fare.
5. Parking charges, ferry, and bridge tolls, or other such related expenses, shall be allowed in addition to mileage. Expenses are to be supported by receipts.
6. Tips for meals will not be reimbursed.
7. Purchase of alcohol with District funds is prohibited.
8. Expenses related to rented vehicle, taxi, airport bus, and/or public transit are to be reimbursed based upon actual and necessary expenses, and supported by receipts.
9. In instances of cash purchase of airplane, train, bus, or other common carrier fares, the claim must be supported by a receipt.

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REIMBURSEMENT FOR CONFERENCE AND MEETING EXPENSE

Per Diem

Employees may claim a per diem rate when traveling. The request for per diem will be noted on the Request to Attend form. If per diem is claimed, the employee will receive the full allowance designated on the GSA chart as of October 1, 2005 for the area of travel for each day of travel (receipt for lodging required). The following is a partial list. Additional information may be obtained by contacting the Business Office.

1. Designated Southern California Areas *

| | Los Angeles County | Orange County | San Diego County |
|--|-----------------------|------------------|----------------------|
| Maximum Per Diem – Meals <i>(No receipts required)</i> | \$61 | \$61 | \$61 |
| Breakfast | \$12 | \$12 | \$12 |
| Lunch | \$18 | \$18 | \$18 |
| Dinner | \$31 | \$31 | \$31 |
| Maximum Per Diem – Lodging <i>(Must have receipt)</i> | \$96 | \$96 | \$120 - \$127 |

2. Designated Central California Areas *

| | Sacramento County | Fresno County | Kern County |
|--|----------------------|------------------|----------------|
| Maximum Per Diem – Meals <i>(No receipts required)</i> | \$56 | \$51 | \$41 |
| Breakfast | \$11 | \$10 | \$8 |
| Lunch | \$16 | \$15 | \$12 |
| Dinner | \$29 | \$26 | \$21 |
| Maximum Per Diem – Lodging <i>(Must have receipt)</i> | \$94 | \$72 | \$62 |

3. Designated Northern California Areas *

| | Alameda County | San Francisco County | Santa Clara County | San Mateo County |
|--|-------------------|-------------------------|-----------------------|---------------------|
| Maximum Per Diem – Meals <i>(No receipts required)</i> | \$56 | \$61 | \$56 | \$51 |
| Breakfast | \$11 | \$12 | \$11 | \$10 |
| Lunch | \$16 | \$18 | \$16 | \$15 |
| Dinner | \$29 | \$31 | \$29 | \$26 |
| Maximum Per Diem – Lodging <i>(Must have receipt)</i> | \$89 | \$130 | \$101 | \$86 |

* Reference: www.gsa.gov, effective October 1, 2005

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Actual and Necessary or Unanticipated, Unusual or Exceptional Circumstance

1. If an employee does not believe that the per diem allowance will be sufficient for the actual and necessary expenses required for the travel conference, the Request to Attend form will be completed noting the requested funds. This request must receive prior approval by the Site Administrator or Supervisor. Reimbursement will require receipts. If receipts are not presented, payment will be made at the per diem rate.
2. If while traveling or attending a conference, an unanticipated, unusual or exceptional expense occurs, the employee may, upon returning to the District, request repayment. Such request must have the receipt and written notification for payment. If approved by the Site Administrator/Supervisor, the request will be forwarded to Business Office for budget verification and payment.
3. In the event a dispute develops as to whether expenses are actual, and/or necessary, the employee may request a decision from the Superintendent. If the employee is not satisfied with the Superintendent's decision, the employee may request that the Board review the matter and issue a decision, which shall be final.

NOTE: This regulation will be implemented on the date that it is adopted by the Board. No retroactive payments will occur.