

# TRAVEL REIMBURSEMENT GUIDELINES

Effective July 1, 2011

## I. PURPOSE

These travel reimbursement guidelines align the District's mileage reimbursement rate with state's mileage reimbursement rate effective July 1, 2011. The mileage rate is applied to travel conducted by district employees using their personal vehicle while on district business. Travel reimbursement request forms should be submitted monthly, **and under no circumstances less than quarterly**, to allow cost center heads to track their budget.

## II. OUT-OF-DISTRICT TRAVEL

- A. Professional Development/Travel Authorization form should be completed and submitted by the district employee and include all dates of travel for conference or site visits. Travel may not be reimbursed if it is for dates that are not included on the Professional Development/Travel Authorization Request. Dates for out-of-district travel that are extended for personal reasons must be noted on the Professional Development/Travel Authorization Request and must include the type of day to be used (e.g., vacation, personal day). Professional Development/Travel Requests for administrators and all central office/annex employees must be approved by the immediate supervisor, funding level director and one of the Superintendents; teachers need the Principal and District Wide Professional Development Director approval, and Grant Director's approval, if grant funds are being used.
- B. The hotel bill and airline ticket (if applicable) should accompany every out-of-district travel reimbursement request.
- C. Where an employee is offered multiple conference locations, the employee is expected to attend the closest location.
- D. In instances when an individual elects to drive her/his own automobile rather than fly, the reimbursement for transportation will be limited to the lesser of either the cost of flying plus associated flight expenses, or the mileage reimbursement rate.
- E. Employees are allotted no more than one day of travel to conferences. Any days beyond that will be considered non-work days.
- F. A copy of your hotel bill must accompany your travel reimbursement request. The lodging charge on your travel voucher should include both the basic room charge, plus any applicable taxes. Please note that an individual traveling on WCSO business should not be charged sales tax, but that most domestic hotels will accept and may require a copy of our tax exemption certificate. Please call Purchasing at 549-7000 ext. 2047 for a copy to take with you on your travel. (Note: the sales tax exemption form will not exempt the individual from transient room fees charged in many locales).

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- G. The Whitley County Board of Education uses the "Per Diem" method to reimburse out-of-district meals. The rate for in-state areas is \$35.00. The rates for out-of-state areas are \$56.00 in a limited number of "High Rate" areas, \$46.00 for "Mid Rate" areas or \$35.00 for all other areas. These amounts include tips. Receipts will not be required to claim this meal reimbursement. Included is a list of localities qualifying as "High Rate" and "Mid Rate" areas.

## **IV. OTHER MISCELLANEOUS EXPENSES**

- A. All expenses other than "per diem" **must** be accompanied by a receipt. This includes taxi and limousine fares.
- B. Internet connectivity will only be reimbursed with a proper explanation indicating that WCSD business was conducted.
- C. In instances when a spouse accompanies an individual traveling, the spouse's share of expenses will not be reimbursed.
- D. In completing travel reimbursement requests, please list all expenses by date, completely fill out the form and attach all pertinent receipts.
- E. As with all invoices, travel reimbursement requests must be properly completed and approved prior to being submitted to finance for payment. Travel reimbursement requests must be in the finance office by the first Thursday of each month to be reimbursed at the monthly board meeting.

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## HIGH RATE AREAS \$56 PER DIEM

STATE	CITY/LOCALE
AR	Little Rock
AZ	Flagstaff, Grand Canyon, Phoenix, Scottsdale, Sedona
CA	Entire state
CO	Ski areas, Boulder, Broomfield, Colorado Springs, Denver, Douglas County, Durango
CT	Bridgeport, Cromwell, Danbury, Groton, Lakeville, Mansfield, New Haven, New London, Old Saybrook, Salisbury
DC	Washington DC And Surrounding Cities
FL	Altamonte Springs, Boca Raton, Delray Beach Fort Lauderdale, Jupiter, Key West, Miami, Naples, Palm Beach and Surrounding Areas, Singer Island
ID	Bonner's Ferry, Coeur d' Alene, Ketchum, Sandpoint, Sun Valley
IL	Chicago, Oakbrook Terrace
IN	Brownsburg, Carmel, Indianapolis, Plainfield
LA	Lake Charles, New Orleans
KS	Kansas City, Overland Park
MA	Boston, Burlington, Cambridge, Martha's Vineyard, Nantucket, Pittsfield, Woburn
MD	Entire state
ME	Bar Harbor
MI	Charlevoix, Mackinac Island
MN	Minneapolis, St. Paul
MO	St. Louis
MT	Big Sky, West Yellowstone
NC	Kill Devil, Raleigh
NE	Omaha
NH	Conway, Portsmouth
NJ	Atlantic City, Cape May, Cherry Hill, Flemington, Newark, Ocean City, Princeton, Trenton
NM	Santa Fe, Taos
NV	Carson City, Las Vegas, Stateline
NY	Albany, Floral Park, Garden City, Glens Falls, Great Neck, Kingston, lake Placid, New York City, New Rochelle, Nyack, Palisades, Poughkeepsie, Riverhead and All Suffolk County, Roslyn, Tarrytown, Westchester County, White Plains, Yonkers
OK	Oklahoma City, Tulsa
OR	Bend, Clackamas, Portland
PA	Bucks County, Montgomery County, Philadelphia, Pittsburgh
RI	Bristol, Jamestown, Middletown, Newport, Providence
SC	Hilton Head
TN	Memphis, Nashville
TX	Austin, Dallas, Houston, Plano, San Antonio
UT	Park City, Salt Lake City

VA	Washington DC Metro Area, Norfolk, Portsmouth, Richmond
VT	Burlington, Manchester, Middlebury, Montpelier, Stowe, St. Albans
WA	Anacortes, Bremerton, Coupeville, Everett, Lynnwood, Mount Vernon, Oak Harbor, Olympia, Port Angeles, Port Townsend, Seattle, Spokane, Tacoma, Tumwater
WI	Milwaukee, Wisconsin Dells

MID RATE AREAS \$46 PER DIEM

STATE	CITY/LOCALE
AL	All of Alabama
AK	All of Alaska
AZ	Tucson
CO	All except cities listed as High Rate
CT	Danielson, Hartford, Putnam, Storrs
DE	Wilmington
FL	Bradenton, Cocoa Beach, Daytona Beach, DeFuniak Springs, Ft. Myers, Ft. Pierce, Ft. Walton Beach, Gainesville, Gulf Breeze, Jacksonville, Orlando, Panama City, Punta Gorda, Sarasota, St. Augustine, Stuart, Tampa/St. Petersburg, Vero Beach
GA	All of Georgia
HI	All of Hawaiian Islands
IA	Cedar Rapids, Des Moines
ID	Boise
IL	Aurora, Bolingbrook, Collinsville, Elgin, Fairview Heights, Homer Glen, Lemont, Lockport, Mokena, New Lenox, O'Fallon, Romeoville, Springfield
IN	Bloomington, Burlington Beach, Hammond, Merrillville, Munster, South Bend, Valparaiso
KS	Topeka, Wichita
LA	Baton Rouge, Covington, Lafayette, Slidell
MA	All except cities listed as High Rate
ME	All except cities listed as High Rate
MI	Ann Arbor, Auburn Hills, Battle Creek, Benton Harbor, Charlevoix, Detroit, East Lansing, Flint, Lansing, Holland, Kalamazoo, Mackinac Island, Mount Pleasant, Petoskey, Pontiac, South haven, St. Joseph, Stevensville, Traverse City, Warren, Ypsilanti
MN	Burnsville, Eagan, Duluth, Mendota Heights, Rochester
MO	Columbia, Jefferson City, Springfield
MS	Biloxi, Grenada, Gulfport, Hattiesburg, Robinsonville, Southaven, Starksville, Tunica
MT	Butte, Helena, Kalispell, Missoula, Polson
NC	Asheville, Atlantic Beach, Chapel Hill, Charlotte, Durham, Fayetteville, Greensboro, Greenville, Morehead City, Wilmington, Winston-Salem
NH	All except cities listed as High Rate
NJ	Belle Mead, Cranford, Eatontown, Edison, Freehold, New Providence, Parsimmany, Piscataway, Springfield, Toms River
NM	Albuquerque, Las Cruces, Los Alamos
NV	Incline Village, Reno, Sparks
NY	Buffalo, Niagara Falls, Oswego, Saratoga Springs, Schenectady, Syracuse, Troy, West Point

OH	Akron, Canton, Cincinnati, Cleveland, Columbus, Dayton, Fairborn, Hamilton, Rittman, Toledo, Youngstown
OR	Ashland, Beaverton, Crater Lake, Eugene, Florence, Lincoln City, Seaside
PA	Allentown, Berwyn, Bethlehem, Chester, Easton, Essington, Frazer, Gettsburg, Harrisburg, Hershey, Lancaster, Malvern, Mechanicsburg, Radnor, Reading, Scranton, State College
RI	East Greenwich, Warwick, North Kingstown
SC	Charleston, Columbia, Greenville, Myrtle Beach
SD	Rapid City, Spearfish, Sturgis
TN	Brentwood, Chattanooga, Franklin, Gatlinburg, Knoxville, Pigeon Forge
TX	Arlington, Beaumont, College Station, Corpus Christi, El Paso, Fort Worth, Galveston, Grapevine, Hut County, Laredo, McAllen, Midland, Round Rock, South Padre Island, Waco
UT	Provo
VA	Charlottesville, Chesterfield, Fredericksburg, Hampton City, Henrico County, James City County, Lynchburg, Newport News, Roanoke, Virginia Beach, Wallops Island, Williamsburg, York County
VT	White River Junction
WA	Ocean Shores, Vancouver
WI	Brookfield, Green Bay, Lake Geneva, Madison, Racine, Sheboygan, Sturgeon Bay
WV	Charleston, Morgantown, Sheperdstown, Wheeling
WY	Cody, Evanston, Gillette, Jackson, Pinedale, Rock Springs, Sheridan
CANADA	All Providences