



Administrative Regulation 3350

STAFF TRAVEL –

APPROVAL AND REIMBURSEMENT PROCEDURES

Responsible Office: Office of Business & Financial Services

PURPOSE

This administrative regulation establishes procedures and provides guidance regarding staff travel, to include approval of per diem and mileage reimbursement, in the Washoe County School District ("District" or "WCSD").

REGULATION

1. The Superintendent recognizes that staff may occasionally need to travel in connection with official duties. The following are generally considered to be appropriate reasons for requesting reimbursement of staff travel expenses:
 - a. The professional activity will be of direct value to the District and/or the individual's job responsibilities;
 - b. Expenditures are related to a professional growth opportunity that will be directly beneficial to the District in performance of the employee's assigned duties;
 - c. Representation at a national, regional, or local conference will result in a direct benefit to the District; or
 - d. Staff are requested by the Governor of the State of Nevada, the State Department of Education, or another official, to attend a meeting or other professional activity.
2. General Protocols
 - a. Student Activities. This administrative regulation does not pertain to staff travel involving students as part of a field or activity trip. Such travel must be approved in accordance with student travel protocols as described in Administrative Manual 5310, Student Travel – Field and Activity Trips. For information related to staff travel paid by student activity funds, see Administrative Manual 3500, Student Activity Funds Procedures Manual.
 - b. Staff travel, to include mileage reimbursement, is subject to the approval of the appropriate chief, area superintendent, or principal, or other budgetary authority, as applicable, and availability of funds within the office/department/school.

- c. Staff are encouraged to seek the least expensive travel methods available. This includes use of a District white fleet vehicle for travel within Washoe County.
 - d. The District's travel reimbursement protocols shall comply with the State of Nevada "State Administrative Manual," the United States General Services Administration per diem rates, or the Internal Revenue Service, as indicated and unless otherwise noted.
 - e. An employee who incurs charges for travel using District funds and fails to complete the travel or receive a refund or credit of all charges may be required to reimburse the District for the lost costs. The employee's supervisor shall review the reason the employee did not complete the travel and make the determination whether the employee or the District will bear the lost costs.
 - f. Travel expenses, such as lodging, registration fees, and transportation, should be charged to a District purchasing card whenever possible. See Administrative Manual AP-M001, Purchasing Card Card Program Procedures Manual, for additional information.
3. Travel Reimbursement
- a. Travel expenses include registration fees, airfare, hotel, rental cars, parking fees, and transportation charges (taxi, shuttle, ride-share).
 - b. A signed Request for Leave (HR-F530) form must be completed and approved by the supervisor prior to making travel arrangement and/or incurring any expenses.
 - c. All claims for travel must be made on forms authorized by the District for this purpose. Travel/Expense Claim Form (AP-F002) shall be used by staff to claim reimbursement of expenses incurred in the performance of authorized District or school business. Expense claims shall be submitted to the Office of Business and Financial Services as soon as possible.
 - i. A copy of the Request for Leave form shall accompany any submission of receipts and submitted with each pcard statement containing travel purchases.

- ii. When applicable, a request for reimbursement of travel related expenses must also be accompanied by the conference agenda and itemized receipts.
- d. No cost may be claimed which was not incurred. An employee may not request reimbursement for expenses incurred by another.

4. Out-of-District Travel

- a. Out-of-District travel occurs when a District employee travels to a meeting, workshop, conference, or other activity held at a location outside of Washoe County. Such travel must be requested and approved in advance of the travel.
- b. Any travel outside the continental United States must be approved in advance by the Superintendent or, as appropriate, the Deputy Superintendent or Chief of Staff. Meal reimbursement rates shall be commensurate with the U.S. Department of State's meal allowances for foreign cities.
- c. Per Diem Subsistence
 - i. Per diem is defined as the allowance for the staff member's daily (or per day) expenses for food and lodging. Claims for reimbursement for per diem must comply with the procedures and limits established by this administrative regulation and shall conform to the allowances for state officers as stated in the Nevada State Administrative Manual, Section 0200 - Travel.
 - ii. The District shall reimburse for actual expenses incurred for parking, vehicle storage fees for private automobiles, and commercial transportation costs (i.e., taxi, shuttle, ride-share). Receipts are required.
 - iii. Other miscellaneous reimbursable business related expenses: use of hotel internet services, computers, and other business machines; and conference room rentals when required for business purposes during travel. Receipts are required.
 - iv. Requests for reimbursement of miscellaneous items not covered in this document must include an original receipt and an explanation of the expense.

- d. Meals shall be reimbursed in accordance with the rates allowed by the GSA based on the travel destination.
 - i. On travel days, meals shall be reimbursed at 75% of the full day meal allowance reimbursement.
 - ii. If a meal is provided as part of a conference, including continental breakfast, the employee shall not be reimbursed for the meal.
 - iii. Meals during travel may not be charged on the District pcard. Reimbursement for meals may be claimed using Administrative Form AP-F002 Travel/Expense Claim. Receipts are not required for meal reimbursement.
 - iv. Amounts in excess of established rates will not be reimbursed.
 - v. A copy of the GSA rate for the travel location must be attached to the request for reimbursement. The reimbursable amount is the rate listed in the category M&IE minus \$5, as the District does not reimburse for incidental expenses.
(<https://www.gsa.gov/travel/plan-book/per-diem-rates>)
- e. Transportation
 - i. Allowance for travel outside the District shall not exceed the cost of commercial transportation, if such is available. If commercial transportation is not available, District vehicles shall be used
 - ii. All claims for mileage, other than by employees who must go from school to school, or other District facilities, on regularly scheduled trips, shall have prior authorization from the appropriate Department Head or School Principal.
 - iii. Airfare
 - 1. Allowable airfare charges are the ticket cost and baggage, as follows:
 - a. For trips of 5 or fewer nights, one checked bag; or
 - b. For trips of more than 5 nights, two checked bags.

- c. When transportation of event materials or equipment necessitates additional checked baggage, supervisor approval must be obtained and the costs will be covered by the District.
 2. Booking agent fees, early-bird check in fees, extra / overweight baggage fees, choice/premium or changed seating assignment fees, and fees for flight changes for personal convenience are the responsibility of the individual traveler and may not be charged to the District.
 3. Airline tickets purchased with the District pcard or reimbursed by the District may not include any personal legs of travel.
- iv. Out-of-District Travel by Personal Vehicle
 1. The District recognizes that employees may occasionally utilize their own vehicle for travel outside of Washoe County related to professional responsibilities and the administration of District/school business.
 2. Reimbursement for the use of a personal vehicle shall be at one-half the mileage rate established by the Internal Revenue Service and in effect at the time of use.
 3. Mileage claims shall be submitted monthly using Administrative Form AP-F003, Mileage Reimbursement.
- f. Lodging
 - i. Allowable hotel expenses are subject to applicable U.S. General Services Administration (GSA) rates and include the cost of the room and taxes. GSA rates are posted at www.gsa.gov.
 - ii. Exceptions to the standard lodging rate may be approved by the funding department (as evidenced by the approval signature of the superintendent or appropriate office chief) if:
 1. lodging is procured at a prearranged place such as a hotel where a meeting, conference or training session is held; or,

2. costs have escalated because of special events, lodging within prescribed allowances cannot be obtained nearby, and costs to commute to/from the nearby location exceed the cost savings from occupying less expensive lodging. Staff may be requested to provide documentation showing the cost savings.
- iii. If an exception is considered, the rate of reimbursement may not exceed:
 1. For in-state travel: 150% of the standard continental U.S. (CONUS) federal per diem rate for non-standard in-state sites.
 2. For out-of-state travel: 175% of the federal per diem rate for standard out-of-state sites (amount will vary) or; 300% of the standard CONUS federal per diem rate for non-standard out-of-state sites.
 3. In accordance with the U.S. General Services Administration:
 - a. "Non-standard" refers to areas frequently traveled to which are regularly reviewed by the U.S. GSA.
 - b. "Standard" refers to locations less frequently traveled.
- iv. If lodging was paid for through a travel website, (Expedia, Travelocity, etc.) the travel website receipt shall accompany the hotel bill. In addition to the reimbursable lodging rates, employees may be reimbursed for lodging taxes and fees. Lodging taxes are limited to the taxes on reimbursable lodging costs.
 1. When using a travel website, expenses may not be combined. For example, lodging and airfare must be paid separately to ensure itemized receipts are obtained for financial auditing purposes.
- v. Any personal or incidental charges must be paid by the employee prior to check out with cash, check, or personal credit card. Incidentals include, but are not limited to: room service, mini-bar, personal telephone calls, and movies. Any incidentals charged to the District pcard must be promptly reimbursed to the District. See

Travel/Expense Claim Procedure (AP-P013) or contact the business office for allowable lodging rates.

5. In-District Travel

- a. Per diem shall not be paid to an employee traveling within Washoe County except under the following conditions:
 - i. The employee is directed by the District to travel more than 50 miles one way from the regular assigned work location, and/or
 - ii. The District-directed travel requires the employee to work more than a full-time workday on the day(s) on which travel takes place.
- b. If both of the above conditions are met, meal costs may be reimbursed in the same amounts as for out-of-District travel.
- c. In-District Travel by Personal Vehicle
 - i. In-District travel is defined as that which is necessary in the daily administration of District/school business.
 - ii. The District recognizes that employees may occasionally utilize their own vehicle for travel within Washoe County related to professional responsibilities.
 - iii. Reimbursement for the use of a personal vehicle shall be at the mileage rate established by the Internal Revenue Service and in effect at the time of use.
 - iv. Mileage claims shall be submitted monthly using Administrative Form AP-F003, Mileage Reimbursement.
 - v. Mileage for in-District travel shall be calculated from the first school/office visited to each succeeding school/office, but shall not include mileage from home to the first school/office, or mileage from the last school/office to home.
 - vi. When practical, District-owned vehicles will be provided to minimize mileage allowance expenses.
 - vii. Unacceptable Mileage Expenses

1. Commute Travel. Staff may not request reimbursement for travel between home and the regular or main place of work (defined as the “normal commute”). This rule is in effect seven (7) days a week including holidays.
2. Personal Travel. Mileage reimbursement may not be requested for travel to personal functions (e.g. lunch, doctor appointment, etc.) during the work day.

6. Payment for Travel and Per Diem Subsistence by Other Agencies

- a. A staff member may have travel and per diem expenses paid by an external governmental agency or other professional association when the employee is attending as a representative of, or acting in the interest of, the District.
- b. The District will not pay reimbursement for travel or per diem expenses if the individual is receiving reimbursement from an external agency (state, federal, foundation or private).
- c. If the employee receives the same or a portion of the same reimbursement from such other agency, the individual shall return to the District that portion of the reimbursement which is paid by the other agency. Under no circumstances shall an employee receive payments from both the District and the outside entity.
- d. Transportation, lodging, and/or other expenses may be initially charged to the District. However, all such expenditures must be repaid to the District immediately upon receipt of repayment from the outside source. Preferably, such repayment should be made payable to the District.
- e. No employee shall receive travel or per diem from any individual, company, or organization who has done, or is attempting to do, business with the District unless the sole purpose of the trip involves out-of-District training related to the service or operation of District equipment which, for the convenience of the supplier and the District, is conducted at an educational center maintained by the supplier at a location other than a District facility. If such travel is in the District's interest but is not for training in the use of goods or services already procured, the expense, upon proper authorization, shall be paid by the District.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

1. This Regulation reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
 - a. Administrative Form AP-F002, Travel / Expense Per Diem Form

REVIEW AND REPORTING

1. This administrative regulation shall be reviewed as part of the bi-annual review and reporting process, following each regular session of the Nevada Legislature. The Board of Trustees shall receive notification of any required changes to the guiding policy as well as an audit of the accompanying governing documents.
2. Additional administrative regulations and/or other associated documents may be developed as necessary to implement and support this administrative regulation.

REVISION HISTORY

Date	Revision	Modification
7/05/1973	1.0	Adopted
7/09/1974	2.0	Revised
7/29/1975	3.0	Revised
11/02/1976	4.0	Revised
9/27/1977	5.0	Revised
6/13/1978	6.0	Revised
10/27/1992	7.0	Revised
7/19/2012	8.0	Revised: 1. – removed specific CBA Article reference; 4. – changed Section Number referred to.
3/30/2018	9.0	Revised: to align with GSA for per diem; changed doc title from AR 4133, Travel for School District Employees: Procedure for Claiming Travel Expense