



**Responsible Office:** Office of Business and Financial Services

## **BOARD POLICY 3350**

### **STAFF TRAVEL**

#### **PURPOSE**

The Board of Trustees ("Board") having fiscal responsibility for the Washoe County School District ("District"), through the adoption of this policy, seeks to establish criteria related to eligibility for work-related travel by employees and authorized representatives of the District. This policy and any associated documents shall provide guidance related to appropriate types of travel, the approval process, funding, and reimbursement of travel expenses.

#### **DEFINITIONS**

1. The term "travel" includes expenditures related to transportation, lodging, registration, mileage reimbursement, and per diem payments.
2. Per Diem is the allowance for an employee's daily (or per day) expenses for food, and lodging.
3. Authorized District representatives include District employees and, with the approval of the Superintendent, certain officials and volunteers.
4. 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.
5. District Offices and Departments refer to the Offices established by the Superintendent and governed by the Superintendent's Leadership Team. Departments fall under Offices.

#### **POLICY**

1. In connection with their official duties, the Board recognizes that staff may occasionally need to travel to obtain training in order to keep up to date with current or innovative professional best practices, maintenance of professional licenses and certifications, and other legitimate purposes. However, the Board, being cognizant of its fiscal oversight responsibilities, discourages excessive travel by staff outside of the official course and scope of their duties, particularly when such travel results in use of general fund or other budgeted monies.
2. Departments, therefore, should seek online training when possible and should discourage travel by numerous staff in the same office or department to the same

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- conference. When out-of-District travel is warranted, departments should also make reasonable efforts to procure travel such as airline flights at the lowest possible cost.
3. The following may be considered appropriate reasons to request or, as applicable, approve training and travel by staff:
    - 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. Upon request by the Governor of the State of Nevada, the State Department of Education, or another official, to attend a meeting or other professional activity.
  4. Travel that is considered acceptable and may be approved includes, but is not limited to the following. Such travel must adhere to applicable District policies or regulations and/or state or federal laws or regulations:
    - a. Travel in connection with official duties;
    - b. Travel using student activity funds, such as for District-sanctioned athletic or activity trips;
    - c. Travel paid for by grant or other funds specifically earmarked for the travel; and
    - d. Travel paid for by an outside entity.
  5. Annual Budget Protocols.
    - a. In accordance with Board Policy 3110, Preparation of Annual Operating Budget, each District Office and Department shall be allocated an annual operating budget. Travel and training may be budgeted as a line item of the annual budget but shall adhere to the following guidelines:
      - i. Once established, District Offices and Departments will be limited to the combined budgeted monies for travel and training, excluding mileage reimbursement, as approved during the annual budgeting process by the Board of Trustees. Transferring funds from other line items to the travel and training line items within the budget is prohibited without the permission of the Superintendent.
        1. The Superintendent shall create a financial review process for the purpose of reviewing requests for exceptions. Potential exceptions include, but are not limited to, mandatory

attendance by staff at a site that is not the regular work location.

2. If an exception is granted, a budget adjustment will be processed to transfer sufficient monies budgeted in another line item(s) of that department's or office's operating budget to the travel and training line items.
- b. Exceptions to the limits established in the approved budget may include:
    - i. Professional Development funds, which are fixed and set in collective bargaining agreements;
    - ii. Training and travel that occurs at a school or other local site; and/or,
    - iii. The budgets for grant-funded travel and training may be adjusted by the granting agency (grantor).
  - c. Travel expenses that may be budgeted and approved include:
    - i. Travel within Washoe County when it is part of the official duties of the employee.
    - ii. Travel outside of Washoe County when:
      1. The authorized traveler has been assigned to perform official duties of the District; or
      2. The authorized travel is attending a conference, convention, or professional learning opportunity of an official educational agency or another applicable professional organization.
6. Reimbursement Protocols
- a. The District may provide for the payment of the actual and necessary expenses, including travel, of any District staff member incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Superintendent and in accordance with adopted administrative regulations.
  - b. All requests for travel and reimbursement of travel expenses shall be reasonable, customary, and ordinary for the type of trip taken. The greatest possible economy shall be obtained by avoiding unnecessary travel.
  - c. Travel expense reimbursement shall not be authorized for:
    - i. Any employee who received college credit for work done while in attendance at a workshop, seminar, conference, or similar meeting.
    - ii. No tips or gratuities of any kind.
7. Failure to comply with the rules established by this policy and its associated administrative regulation may result in suspension of the Department's purchasing card ("P-Card") for purposes of making travel arrangements. Spending in excess of

the approved travel and training budget may result in progressive discipline measures.

8. The Superintendent shall develop administrative regulations and procedures necessary to implement the provisions of this policy. This may include, but is not limited to:
  - a. Providing the conditions and requirements under which travel may be sanctioned;
  - b. Providing the conditions and requirements under which payment of travel expenses and reimbursement shall be made.

### **LEGAL REQUIREMENTS & ASSOCIATED DOCUMENTS**

1. This document reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District, to include:
  - a. Administrative Regulation 3351, Staff Travel: Approval and Reimbursement Procedures
  - b. Administrative Regulation 4530, Ethical Standards / Conflict of Interest
  - c. Board Policy 9065, Board of Trustees' Compensation and Expenses.
2. This document complies with Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).
3. This document complies with applicable federal laws and regulations.

### **REVISION HISTORY**

Date	Revision	Modification
12/10/2019	1.0	Adopted: