

# SMYRNA SCHOOL DISTRICT

## District Policy

Article: 4000 Personnel

Title: Travel

Policy #: 4156

### General Guidelines

1. All travel by district employees must be pre-approved by the appropriate budget unit manager.
2. All travel shall be by the most economical and direct routes possible.
3. Travel expenses will be paid from federal or state funding sources, rather than local funding sources, whenever possible.
- 9) Travel advances will not be provided unless prior approval is obtained from the district Business Manager.
5. Receipts must be obtained for all reimbursable expenses unless otherwise noted in this policy. In extenuating circumstances an affidavit for lost, stolen, or missing receipts may be acceptable if approved by the district Business Manager.
6. All requests for travel expense reimbursement shall be submitted on a State of Delaware Personal Expense Reimbursement form within 30 days after completion of the travel.
  - 1) No reimbursements will be made for spousal expenses, alcoholic beverages, entertainment expenses, personal phone calls, or other personal items.

### Mileage Reimbursement

Employees of the Smyrna School District will be reimbursed at the current state of Delaware rate, as established in Delaware Code, when on official district business. During the normal workday, mileage reimbursement may be authorized for the number of miles in excess of the distances normally driven to and from the employee's place of residence to the place of employment. During non-working days, mileage reimbursement may be authorized for the number of miles driven from place of residence to place of meeting and return.

### Out-of-State Travel

1. The maximum reimbursement rate for meals shall be based upon the rates established in the state of Delaware travel policy.
2. If the time of departure is after 10:00 a.m. the traveler is entitled to reimbursement for lunch and dinner. If the departure time is after 3:00 p.m. the traveler is entitled to reimbursement for dinner only. If the time of return is prior to 10:00 a.m. the traveler is entitled to reimbursement for breakfast only. If the time of return is before 3:00 p.m. the traveler is entitled to reimbursement for breakfast and lunch.
3. Hotel accommodations are expected to be shared by travelers of the same sex, up to double occupancy, when traveling to the same destination.
4. Hotel expenses at airports the night before an early morning flight are reimbursable if the flight leaves prior to 8:00 a.m.
- 2) Reimbursement for tolls, parking, tips, and other incidental travel expenses will be reimbursable at \$5.00 per day without receipts. Any incidental travel expenses beyond \$5.00 per day shall require receipts.

Approved by the Board of Education, April 29, 1998