

## Employee Travel

Employees and independent contractors will be reimbursed for expenses incurred on behalf of the Windham School District or in fulfilling the requirements of their positions. Employees and independent contractors who must use their personal automobiles in the conduct of their duties will be reimbursed for such costs as tolls and parking fees; and a mileage allowance will be granted in an amount to be determined by the Executive Director. Mileage is computed between the destination and Windham School District office. Costs for travel, meals and/or lodging expenses incurred by an employee on Windham School District business out of the region must have prior approval of the Executive Director of Finance and Operations.

The policy of reimbursing between the destination and Windham School District applies to all trips conducted weekdays, weekends, and evenings.

Commute miles are not reimbursable. The default on travel sheets should be Windham School District > DESTINATION > Windham School District. Reimbursement will be limited to the cost of travel by a direct route or on an uninterrupted basis. Employees will be responsible for any additional costs.

Windham School District will not pay for excess costs resulting from circuitous routes, delays, or luxury accommodations or services unnecessary or unjustified in the performance of official business.

The IRS issued standard mileage rates will be used to calculate the reimbursement of operating an automobile for business purposes.

### **Submitting Travel and Expense Sheets**

Expense sheets, on a form and in a manner prescribed by the Executive Director, are to be kept by each employee and must be submitted before reimbursement is made for any eligible expense. Original receipts for all expenses other than mileage must be submitted with the expense sheets.

Travel reimbursement forms SHALL be submitted no less frequently than monthly and are due on the 1<sup>st</sup> of every month for the previous month. For example, all November mileage must be submitted by December 1<sup>st</sup>. The travel form should ONLY include expenses for the 1-month period. Travel items from 2 different months should not be combined on a single expense sheet.

### **Overnight Travel**

Employees must estimate costs ahead of time to identify the least cost solution to travel, particularly for multi-day events. Hotel stays are limited to situations where the combined costs justify an overnight stay and are at the discretion of the Executive Director. Employees must exercise the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

### **Legal References:**

Windham School Board	Policy Code: DKCA
Approved: February 19, 2019	

**Airlines**

All air-travel is to be via coach-class. If a carrier denies a confirmed reserved seat on a plane or an employee is compensated for voluntarily vacating their reserved seat, the employee must remit any payment received for liquidated damages to Windham School District.

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