



Title II.A

Nonpublic Travel Policy

Fall 2018

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PURPOSE AND PHILOSOPHY:

The purpose of this policy is to establish procedures for authorization of travel by St. Louis Public Schools nonpublic employees who have been approved by their administration to travel to attending trainings, seminars, conferences, or other professional or educational activities benefiting their school as it aligns to the professional development plan.

When an individual has occasion to travel on behalf and for the benefit of his or her school, the employee is expected to exercise good judgement in managing travel costs and make every effort to ensure that the cost of travel arrangements is the most economical available or what could be deemed reasonable and/or necessary. The district is tax exempt and will not pay Missouri sales or use tax to any vendor or reimburse a nonpublic employee for Missouri sales or use tax.

The following rules will apply to nonpublic employees using Title II funds for the purpose of professional development. All exceptions will be documented in writing for auditing purposes.

GENERAL POLICY INFORMATION:

It is the general intent of the St. Louis Board of Education (District) to fund or reimburse nonpublic employees for actual travel expenses which have been approved by the nonpublic employee's direct supervisor or designee. Travel expenses related to allocated and budgeted allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related nonpublic employee expenses only.

THIS POLICY APPLIES TO:

- Conferences, conventions, and school business events which charge registration fees and are held within the Region, State, and the 48 contiguous United States.
- All nonpublic employees to conferences, conventions, and travel undertaken for execution of school business. This includes, but is not limited to:
 - Travel requiring an overnight stay
 - Conventions and conferences when no overnight stay is required; and
 - Events held within the District boundaries which are conducted by a person or entity other than the District.

TRAVEL AUTHORIZATION/REIMBURSEMENT:

All levels signatures shall be secured by the nonpublic employee for professional out-of-town, overnight meetings, and conferences. The following forms should be submitted:

- Payment Request Form
- Criteria for Approval
- Course Evaluation
- Registration Invoice
- Airline Receipt

- Hotel Invoice
- Ground Transportation Receipt
 - Uber/Taxi/Lyft
 - For Transportation to/from Airport, Hotel to Conference Site if not in the same hotel.
Personal rides will not be reimbursed.
- Itemized Food Receipts (Credit Card only receipts will not be reimbursed)
- Bank/Credit Card Statements for the following:
 - Hotel
 - Airline (if paid in advance)
 - Registration (if paid in advance)
- Mileage Documentation
- Parking Documentation
- Conference Badge/Certificate

BOOKING AIRLINE THROUGH DISTRICT TRAVEL AGENT

If you want to book airline travel to your conference or PD activity and have the District pay our travel agent directly, you will need to follow the below steps.

- Send an email to the Dagmar Morrison, Brentwood Travel, dmorrison@brentwoodtravel.com
Copy your request to the nonpublic@slps.org email.
- Include in your email each travelers name on their government issued ID, city traveling to, and the dates for travel.
- Once she replies with a proposed itinerary and cost, you are to submit your Payment Request Form, along with the proposed Itinerary and all other necessary documentation for your ticket to be confirmed. **YOUR TICKET WILL NOT BE CONFIRMED WITHOUT THIS STEP!**

SPECIFIC TRAVEL RULES

Travelers must review reimbursement guidelines prior to expending personal funds for business travel to determine if such expenditures are allowable and reimbursable.

RECEIPTS:

The District's reimbursement policy is based on documentation of reasonable and actual expenditures, supported by **original itemized receipts**. **Receipts with credit card information only, will not be reimbursed.** Original itemized receipts must be submitted for all travel expenses included airline, rail, hotels, parking, ground transportation, vehicle rental (if applicable), and meals, incidentals.

REGISTRATION AND CONFERENCE FEES:

Nonpublic employees may either register for seminars and conferences themselves or send the request to nonpublic@slps.org so the District can pay for the registration. Registration fees paid directly by the traveler will not be reimbursed until the conference is completed and proof of attendance is submitted.

AIRLINE:

Reimbursable airfares are based on standard coach seating. Coach airfares should not exceed \$700.00. Travel can be booked by the nonpublic employee or travel can be booked through the District Travel Agency.

AIRLINE EXPENDITURES THAT WILL NOT BE REIMBURSED:

- First Class Airfares
- Airline Clubs
- Airline Upgrades
- Train Upgrades
- Rental Car Upgrades
- Airline Wi-Fi Fees
- Additional or over-weight luggage charges
- Convenience fees such as priority check-in or preferred seat assignment
- Unauthorized airline charge fees
- Excess airline baggage fees beyond one bag
- Additional Travel Insurance

AIRPORT PARKING:

- Parking arrangements for personal vehicles must be made at commercial parking lots at the St. Louis airport, not at private homes. In no event shall reimbursement for parking fees exceed the number of approved travel days.

BAGGAGE FEES:

- Airlines permit one carry-on bag per traveler. For airlines that charge a checked baggage fee, fees will be reimbursed to pay for one (1) checked bag up to \$35. Any additional bags or fees for oversized/overweight bags are not reimbursable under this policy and those charges will be the sole responsibility of the traveler.

The District acknowledges that discount or rewards programs, such as frequent flyer miles or hotel rewards points are not things of value belonging to the District. The administrative burden to track the individual reward programs of employees would be administratively impractical and therefore this the district has determined that the employees may retain the value, if any, that they receive personally due to business related travel.

GROUND TRANSPORTATION:

Ground transportation includes cab/shuttle/Uber/Lyft services to and from the airport; and cab/shuttle/Uber/Lyft services to and from the conference site only. **Cab/shuttle/Uber/Lyft services to and from restaurants or other places will not be reimbursed.** The service of the least cost should be used. Receipts are required for reimbursement.

LODGING:

The reimbursable room per night rate including taxes and fees should not exceed \$350.00, the number of nights charged must not exceed the number of approved travel dates, and should coincide with the conference dates. If plans change, the traveler must cancel the hotel room and provide written justification. Any justification, not deemed acceptable, will be at the expense of the traveler.

If a 'conference package' room rate at the same location of the conference is available that exceeds the \$350 per night limit, an exception may be granted in order to eliminate back and forth transportation charges between the hotel and the conference location.

Please Note: In circumstances where the only available return flight will not arrive at the St. Louis Lambert-International (STL) before 9:00pm and the traveler departs on the first available flight back to St. Louis the next day, then one additional overnight lodging charge will be permitted.

MEALS:

Approved meal reimbursement for nonpublic employees, excluding service tips, will be reimbursed on the cost of the meal. **Reimbursement for alcoholic beverages and tips are not allowed.**

PERSONAL VEHICLE USE AND MILEAGE RATE:

The current mileage rate for transportation by car is fifty three and one half cents per mile (\$.53 ½) per mile for this year and is subject to Internal Revenue Service guidelines and requirements.

According to IRS regulations (see IRS Publication 463); you cannot deduct the costs of taking a bus, trolley, subway, or taxi, or of driving a car between your home and your main or regular place of work. These costs are personal commuting expenses. You cannot deduct commuting expenses no matter how far your home is from your regular place of work. You cannot deduct commuting expenses even if you work during the commuting trip.

MapQuest documentation showing the actual route mileage is required for the distances between your home residence and travel destination(s) and between your work location and travel destination(s). If a traveler drives to a location versus utilizing an airline for travel, justification will be required for one way mileage exceeding 300 miles. If additional employees travel within the same car, only the employee/vehicle owner can claim mileage.

The mileage rate represents full compensation for the costs of operating the vehicle, including fuel costs. The district will not cover physical damage to the private vehicle or loss of its personal property contents. Nonpublic employees who choose to drive in lieu of flying when flying is considered more economical shall be reimbursed up to the amount of the air travel. Likewise, nonpublic employees who choose to fly when driving is more economical will only be

reimbursed for the amount that would have been incurred if the nonpublic employee had driven.

In addition, the nonpublic employee must be appropriately licensed to drive the vehicle and insured as required by law. The vehicle must be licensed as required by law as well.

RENTAL CARS:

Travelers will be reimbursed for the cost of renting a mid-size, intermediate or compact car with prior approval.

- Mileage is not reimbursed for rental vehicles, although the cost of gasoline may be reimbursed.
- Travelers should rent car to their destination when driving is more cost-effective than other means of transportation
- When picking up a rental car, traveler should check with rental car agent for any promotional rates, last-minute specials or free upgrades.
- The physical condition of the rental vehicle should be inspected prior to leaving the rental lot. Any damage found should be reported to the car rental agency before the vehicle is accepted. Damage should be documented on the car rental agreement to avoid possible dispute over damages for which the company is not responsible.
- Original rental receipts and any associated gasoline receipts must be submitted with travel reimbursement request.
- Nonpublic employees will not be reimbursed for traffic citations they receive while on school business.
- Travelers are responsible for canceling rental car reservations if travel plans change.
- Additional car insurance will not be reimbursed if employee elects to select coverage

MISCELLANEOUS COSTS:

Any additional justifiable costs must be identified, requested and approved on the Travel Authorization form. (Please be advised: to avoid prolonged delays in researching and validating miscellaneous types of expenses, travelers are urged to avoid using this category when federal grant funding is involved.)

NON-REIMBURSABLE TRAVEL EXPENSES:

The following travel expenses are not reimbursable:

- Travel to participate in meetings of civic or social associations
- Travel to meetings of religious organizations that have a religious focus
- Costs associated with the travel of a spouse, child, or other person accompanying a nonpublic employee
- Care of dependent of a nonpublic employee during the course of the travel
- Tours and other personal or entertainment trips or activities while on business travel
- Ground transportation to places not associated with the conference

- Hotel room movie rentals, room service, alcoholic beverages and expenses incurred by an unapproved party
- Room Service/Food charged to the room without an itemized receipt
- Travel incurred during an employee's vacation period unless it occurs during a school related conference or workshop.
- Expenses incurred by non-employee traveling with the staff member, including room surcharges
- Unauthorized car rental and fuel
- Valet Parking fees (unless it is the only parking option)
- Fine for parking or traffic violations
- Personal telephone calls
- Damages to personal vehicle
- Tips/gratuities
- Internet access fees
- Haircuts or personal grooming
- Shoeshine services
- Unapproved purchases or miscellaneous items
- Other expenditures not directly related to performance of the business travel

Additional charges due to last minute changes to travel accommodations and/or plans will not be reimbursed unless the changes are deemed reasonable and/or necessary. Proper documentation submitted and approved by School Administrator.

CANCELLATIONS:

If a trip is cancelled, all travel advances, airline tickets and check for prepaid expenses must be returned or reimbursed no later than Ten (10) days of the original travel date. A written explanation should be attached.