

## **Travel and Meals Policy and Procedures**

**GRAY COLLEGIATE ACADEMY (“GCA” or the “School”) RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART.**

### **POLICY:**

Travel and transportation at the expense of GCA will be authorized only when officially justified and by those means which meet State and Federal Government requirements consistent with good management practices.

All School mandatory meetings and trainings expenses must be prior approved by the Principal. All

School travel expenses must be prior approved by the Principal prior to purchase.

### **PROCEDURE:**

#### **General Information**

The following procedures have been established for travel and expenses. If federal funds are being used for travel and expenses, additional measures will be taken as outlined in this document.

#### **TRAVEL ADVANCES (PRIOR TRIP EXPENSES):**

##### **Registration**

GCA will pay the registration fee in advance for attendance for all approved conference(s), seminar(s), or workshop(s). Any meal included in the registration fee cannot be claimed on an expense report even if the traveler chooses not to partake of the meal.

##### **Transportation**

All flights should be booked in advance using a GCA owned debit card or personal credit card in accordance with the *Credit and Debit Card Policy*. If the traveler elects to book their flight expenses on their personal credit card, then the traveler will not be reimbursed for flight expenses until returning from travel. A Purchase Order must be approved by the Principal prior to booking flights.

##### **Lodging**

GCA will pay for hotel lodging in advance for attendance at approved conference(s), seminar(s), or workshop(s). All lodging should be booked using the GCA owned debit card or personal credit card in accordance with the *Credit Care Policy*. If the traveler elects to book their lodging expenses on their personal credit card, then the traveler will not be reimbursed for the lodging expenses until the return from travel. Hotel reimbursements for one-day meetings will not be reimbursed unless arrangements have been pre-approved with the school principal. Hotel lodging may be paid for the night before a one-day or multiple-day conference, seminar, or workshop only if the employee can not travel to the conference on time if they depart by 8:00 AM. A Purchase Order must be approved by the Principal prior to booking lodging.

Staff members have to check the maximum funds that can be expended for lodging using the US General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

If the hotel/lodging is at the same place as the conference, seminar, or workshop, the total amount of the hotel/lodging will be allowed upon approval by the Principal.

If the hotel/lodging is not at the place or not provided by the conference, seminar, or workshop, the staff has to indicate it on the Expense Reimbursement Form and get approved by the Principal.

For staff members who live more than fifty (50) miles from GCA, overnight lodging related to job duties must receive prior written permission from the Principal. The lodging will be approved on a case-by-case basis. The approval will be based in whole or in part on the employee's well-being, safety and to maximize the staff time in the service of GCA.

**TRAVEL EXPENSES (POST TRIP REIMBURSEMENTS):**  
**Per Diem**

GCA will not issue per diem reimbursement for one-day conferences, seminars, or workshops.

GCA will pay for meals related to travel based on actual expenses incurred. All staff members will be reasonable with respect to the cost of meals. GCA will not provide a per diem for meals expenses.

**Mileage Reimbursement**

GCA will reimburse for mileage when the travel exceeds fifty (50) miles round trip. Mileage will not be reimbursed for staff members traveling within fifty (50) miles roundtrip in the ordinary conduct of their job duties. Only employees that receive a waiver for fifty (50) miles can seek reimbursements less than fifty (50) miles round trip.

Mileage will not be reimbursed for employees traveling from their home location to GCA.

Reimbursement for mileage will be allowed for the use of an employee's personal vehicle while on an approved GCA business. The travel reimbursement rate is subject to the GSA rate. The mileage rate may be reviewed yearly, and updates may be made when needed.

For employees attending a one day or multi-day conferences/workshops, mileage will not be reimbursed for driving from a hotel to the conference or travel to get meals, unless approved in writing by the Principal.

When possible, staff members are expected to travel in a group when multiple members are traveling to the same destination.

School staff is recommended to use a car rental service for any travel more than 130 miles round trip. Round trip calculation is per day. For example, a three-day conference that is 300 miles round trip from the School would not be eligible for a car rental as the total distance traveled is less than 390 miles (130 miles per day x 3 days).

**Traveling Covered By Federal Funds**

Staff members traveling on federal program projects will follow the same mileage policy in addition to the below:

- If expenses will be paid by federal funds for lodging, the staff has to check the maximum funds that can be expended for lodging using the US General Services Administration website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

If the hotel/lodging is at the same place as the conference, seminar, or workshop, the total amount of the hotel/lodging will be allowed upon approval by the Business Manager.

If the hotel/lodging is not at the same place the conference, seminar, or workshop, the staff must indicate it on the Expense Reimbursement Form and get approved from the Business Manager.

**Driving in Lieu of Airline Travel**

When the most economical means of transportation is an airline flight and the employee elects to travel by personal vehicle, mileage reimbursement will not exceed the price of airfare, taxes, and fees for a round-trip coach ticket at the time of completing the Expense Reimbursement Form. Staff member must provide the documentation that shows the cost of the airfare.

### **Family/Friends Accompanying Employee**

If an employee will be accompanied by family or friends on an authorized business trip, only the authorized expenses directly attributed to the employee will be reimbursed.

### **Documentation of Expenses**

Employees must provide documentation for the following expenses:

- Program/Agenda of the meeting
- School Expense Reimbursement Form
  - Signed by the immediate supervisor
  - As applicable signed by respective federal programs contact
  - Signed by the Principal
- Travel map summary to show the number of miles
- Receipts
  - Hotel/Motel Receipt with “-0-“ balance
  - Registration receipt
  - Parking receipts
  - Boat or Train fare receipt
  - Air Transportation receipt
  - Toll receipts
  - Bus ticket
  - Taxi/ride-share receipt
  - Rental car receipt and gas receipt for the rental

### **Prohibited Reimbursements**

Employees will not be reimbursed for the following expenses:

- Entertainment Expenses (i.e. in-room movies)
- Alcoholic beverages
- Tobacco Products

### **Staff Lunches and Dinners**

GCA may, at its expense, conduct lunch meetings at the discretion of the Principal. Only on rare circumstances and with proper judgment, will staff meet for dinner. These expenses will contain no cost for entertainment, alcohol, and tobacco. Federal funds will not be used for these expenses.

At the discretion of the Principal, GCA may conduct lunch meetings at its expense to celebrate major accomplishments or events.

At the discretion of the Principal, GCA may pay for lunches as a result of back to back meetings.

### **Staff Reimbursement Process**

- The employee is responsible to complete the Expense Reimbursement Form within ten (10) business days from the date of purchase. Failure to timely submit Expense Reimbursement Forms may result in non-reimbursement.
- The employee will submit the completed reimbursement form to the Principal.
- The Principal will verify the information on the form.
- The Principal will submit the approved expense reimbursement form to the Business Manager for final approval and payment.
- For any prior authorization or approval of payment relating to the reimbursement or payment of the Principal, the same shall be authorized or approved by the Business Manager

**Policy Effective: 3/29/21**