

EMPLOYEES TRAVELING ON BEHALF OF KALISPELL PUBLIC SCHOOLS

Budget Code - The budget code for out of town employee mileage, meals, lodging, registration, airline tickets, and car rental will always end (last four digits) with object code **0582**.

Paid Time - For those employees who travel on behalf of the district and are paid by the hour, travel to and from, and training time are paid time. Travel should take place during regular work hours if at all possible. Meal time is not paid time.

Vehicle Travel

Personal Vehicles - The district encourages a minimum of two people per car when more than one person is traveling to the same event. Supervisor approval is required for mileage reimbursement when varying from this requirement. When traveling separately for personal convenience, employees are welcome to split the reimbursement. Please note this request on the travel reimbursement form.

The mileage reimbursement will be at the current IRS rate (2017 - 53.5 cents) and typically changes in January of each year.

The owner's vehicle insurance is primary and the district's insurance is secondary, thus drivers must have their driver's

license and proof of insurance coverage on file at the Business Office. A scanned copy works just fine. (Gwyn Andersen).

District Vehicles - Employees driving district vehicles must have their current driver's license, on file with the district transportation department.

Jane Radel/ext. 3437

Rental Cars - For purposes of uniform insurance coverage it is recommended that a district credit card be used to rent a car when necessary. It is also recommended that the district employees take the rental insurance coverage that is offered.

The district credit card can be used for auto fuel in district and rental vehicles.

Meal Reimbursement

Meal Reimbursement Allowance:

	In State	Out of State
Breakfast	\$5.00	\$8.00
Lunch	6.00	12.00
Dinner	12.00	26.00

Time requirements for Claiming Meal Reimbursement Allowances -

One meal allowance - travel must exceed three (3) continuous hours.

Two meal allowance - breakfast and lunch; Travel must begin before 7:00 a.m. and return before 7:00 p.m.

Two meal allowance - lunch and dinner; Travel must begin before 11:00 a.m. and return after 7:00 p.m.

Three meal allowance - Travel must begin before 7:00 a.m. and return after 7:00 p.m.

Meals will be reimbursed on the travel reimbursement form. Meals are not to be charged on district credit cards. Receipts are not required.

Other Reimbursable Travel Expenses

Bag Check Fees - The first check bag will be reimbursed by the district, any bag after that must be paid for by the traveler. The expenses can be put on a district credit card or in the Other Expense column on the travel reimbursement form and attach the receipts in either instance.

Airport Parking - The district does not provide reimbursement for the cost of parking at the local airport or mileage to and from the local airport.

Travel Reimbursement Form

All Travel Expenses shall be on a reimbursement basis and will be reimbursed after the travel has taken place.

Submit one travel reimbursement form for each trip and attach a copy of the conference/meeting itinerary to the reimbursement form. Meals that are provided at the hotel or conference/meeting are not reimbursable. The form should include an entry for each

travel day, showing the expenses and claims for each day.

Travel reimbursement forms can now be completed electronically and should be submitted to the business office as soon as possible upon return from the trip. The district will be issuing the reimbursement on the 10th, 20th, or last day of each month.

In some cases the district gets reimbursed for travel expenses by other agencies, mostly the OPI. They have very strict time lines on their reimbursement to the district.

Delia Biangone/ext. 3423

Taxable Meal Reimbursement - Meal expenses that do not include an overnight stay are taxable, by IRS regulation, and those will be reimbursed on your monthly earnings statement.

Lodging

Hotel Reservations can be made on a district credit card. Many in state motels offer state rates with proof of a district ID, please take advantage of rates when making reservations.

Detailed receipts from the hotel are required, a credit card receipt is not sufficient. Attach the receipts to the credit card log when using a district credit card. When a district credit card is not used attach the receipts to the travel reimbursement form.

Use a personal credit card for incidentals.

Registration

Registration for conferences can be done with a purchase order (preferred method) or placed on a district credit card.

If for some reason the registration is paid by the employee, it can be placed on the travel reimbursement form.

Airline Travel

Beth Kornick, Assistant to the Superintendent, makes the arrangements for all airline tickets for **STAFF** travel. A **BUDGET CODE** is required on the form in order for Beth to process the request. An agenda or itinerary from the conference must be attached to the request.

Beth Kornick /ext. 3434

Flathead Travel - The District is working with Flathead Travel for the purchase of airline tickets. There are several benefits to this arrangement.

The first time that travel is booked through Flathead Travel the traveler will need to complete a Profile form.

At times last minute changes are necessary and Flathead Travel has the ability to make changes without penalties or loss of the ticket in many instances.

Sky Bonus Points that will ultimately result in a free ticket every now and then, which will save the district money.

There are some fees involved and that has always been the case, sometimes in the past the fees were embedded in the cost of the tickets and now they are listed separately, so they are more obvious.

Online Airline Tickets - Some employees have requested permission to purchase airline tickets online. This is being allowed, however, the person making that purchase then becomes fully responsible for the purchase, if there is an error in the arrangements or the travel is cancelled the cost of the ticket would need to be repaid to the district by the employee who purchased the online ticket.

In District Travel

Budget Code - The budget code for employee travel within the district will always end (last four digits) with object code **0581**.

Itinerant Staff - Employees who are required to travel between district buildings for their work will be reimbursed for their travel at the current IRS rate. The owner's vehicle insurance is primary and the district's insurance is secondary, thus **drivers must have their driver's license and proof of insurance coverage on file at the District Office.**

Gwyn Andersen/ext. 3412

Business Office Bulletin

"BOB"

June 1, 2017

The In-District Travel Reimbursement form should, upon completion, be submitted to the employees supervisor and then to the accounts payable department for payment at the end of the first semester for payment through December and again at the end of the school year. These reimbursement times coincide with IRS rate changes which typically happen on January 1 of each year.

Coaches Travel Between Buildings - Middle school and high school coaches who do not work in the school where they coach will be reimbursed for the travel to the location of their coaching assignment. The owner's vehicle insurance is primary.

Middle school coaches not teaching at KMS will be reimbursed \$40 per year per sports season.

Coaches of FHS/GHS sports and not teaching at their respective school will be reimbursed \$55 per sport per year.

The Travel Allowance for Coaches Reimbursement form can be submitted at the end of each sports season.

Forms - All forms can be found on the district website under business form. <http://www.sd5.k12.mt.us/content/1474>

Professional Development Travel Request

Travel Allowance for Coaching

Travel Between Schools 2017

Travel Reimbursement

Airline Travel

Staff Air Travel Information Sheet

Flathead Travel Profile