



EMPOWERING ALL STUDENTS FOR GLOBAL SUCCESS

The City of Madison Board of Education Travel Procedures

The City of Madison Board of Education may authorize certain personnel to receive reimbursement for travel expenses. All travel will be the most economical means available. Droplet will be utilized to complete expense reports and local travel reimbursements, any other form of expense reimbursements will not be approved. Prior approval is required to travel and receive reimbursement.

Proper documentation for all reimbursements must be attached to the expense report. The appropriate supervisors are responsible for reviewing and approving all travel and expenses. Limits may be placed on the amount of authorized travel reimbursement. This should be explained prior to travel taking place. The finance department has the authority to deny extravagant charges such as hotel charges for extra amenities. The finance department also has the authority to request additional information prior to issuing reimbursements. After approval, the reimbursement process could take up to 2 weeks. Expense reports must be submitted in Droplet no later than 90 days after travel and before the end of the fiscal year to receive reimbursement. Reimbursements received after the end of the fiscal year will not be reimbursed.

Each employee is responsible for making their own travel arrangements. Madison City Schools is not responsible for any lost, stolen, or damaged items while traveling. No staff member may use their personal credit card to pay for another employee's travel expenses, except when splitting a room or covering shared transportation (e.g., rideshares). A purchase order should be utilized to cover flights, hotels, and registration to minimize the financial responsibility for all employees. In the event that a purchase order cannot be accepted, a Madison City Schools credit card may be used to pay registration fees.

Explanation of Travel Expenses

Local travel expenses are defined as work day travel located within 50 miles of the Madison City limits. No reimbursement shall be authorized for travel between the employee's residence and usual workplace. The local travel reimbursement form should be completed for any trips that meet the definition above. A log of trips should be recorded by day and submitted to your supervisor at the end of each month.

Documentation required for reimbursement: No additional documentation is required unless specified by your supervisor.

Per diem is defined as expenses incurred during an official work trip. Employees may be reimbursed per diem of a daily maximum of \$50, based on the hours required for travel, and without having to provide receipts.* Reimbursement may be restricted to meals provided by the conference at the discretion of the approving supervisor. Per diem may be claimed with local travel expenses (described in the paragraph above) on an employee expense statement via Droplet.

- Breakfast: \$10 / Employees may receive breakfast per diem if required to leave their home prior to 6:00 a.m.
- Lunch: \$15 / Employees may receive a lunch per diem if the trip is longer than 75% of their defined work day hours.
- Dinner: \$25 / Employees may receive a dinner per diem if they are traveling after 6:00 p.m.

**Bus Driver per diem for extracurricular activities differ from above. Please see Madison City Financial Procedures.*

Documentation required for reimbursement: Schedules showing beginning and ending dates/times of event.

Flight Expenses: Employees purchase flights on their own and seek reimbursement. Employees that are experiencing a financial constraint, reimbursement may be requested prior to attending the conference. Employees should book air transportation as early and as cost effectively as possible.

Employees may be reimbursed for the following relating to flight expenses:

- General airport parking
- General long-term parking (if pre-approved)
- One carry-on and one checked luggage

Employees will not be reimbursed for the following flight-related expenses:

- Travel Insurance
- Upgraded tickets for more leg room or choosing a seat
- Paying for a service to check-in and register bags
- Additional fees for overweight/oversized bags

- Flight cancellation due to personal reasons

Documentation required for reimbursement: Proof of payment (credit card statement, bank statement REMOVE ACCOUNT INFORMATION) Detailed receipt for airline ticket, receipt for parking, receipt for luggage.

Personal Vehicle Use: Employees may use their personal vehicle for travel, if pre-approved by their supervisor, and will only be reimbursed for mileage according to the Federal mileage rate. Mileage will only be reimbursed from the work location to the event or from home to the event, whichever distance is shorter. If any damages occur to an employee's personal vehicle while on district travel, they will not be reimbursed by The City of Madison Board of Education. If employees are not staying at the hotel reserved by the event, mileage may be reimbursed for trips to and from the hotel to the event (this will be approved by the administrator). Trips taken to restaurants or activities outside of what is required by the event cannot be reimbursed.

Documentation required for reimbursement: Google Map showing starting and ending point with the total number of miles.

Rideshare Expenses: When traveling outside of the district, it may be more cost effective to utilize rideshare applications versus personal travel costs. The following ridesharing expenses may be reimbursed:

- Travel to and from the airport
- Travel to and from the event if not staying at the hotel reserved by the event
- Tips may be reimbursed if they do not exceed 25% of the total ride cost

Documentation required for reimbursement: Detailed receipt showing a breakdown of each ride including tips.

Madison City School Vehicles: Madison City Schools has a white fleet available to its employees for the purpose of carrying out school-related business. When needed, reservations should be made through the transportation department.

No documentation required since there is no reimbursement involved.

Lodging: Employees will be reimbursed at the single standard room rate or the event discount rate (plus taxes). If all of the discounted hotel rooms reserved by the event are sold out/unavailable employees may be reimbursed for rates other than the event discount rate (subject to pre-approval by administrator). Employees that need to stay additional nights outside of event dates may only be reimbursed with prior approval. Additional night approval must be documented in Droplet. Employees may seek reimbursement if lodging expenses were charged to their personal credit/debit

card prior to the event. Proof of the charge will be required and a request must be submitted via Droplet.

The following related hotel expenses will not be reimbursed:

- Valet services: unless required by the hotel (must include proof)
- Additional hotel nights before or after the required travel for personal reasons
- Room service, movies, entertainment, upgraded internet speeds
- Alcoholic beverages
- Damages incurred to the hotel room

Documentation required for reimbursement: Proof of payment (credit card statement, bank statement REMOVE ACCOUNT INFORMATION) Detailed hotel receipt showing a breakdown of each nightly fee including a total for the entire stay.

Vacation Rentals: In-lieu of a hotel stay, employees may be reimbursed for a vacation rental if the cost is the same or cheaper than the surrounding hotels; however, prior approval must be obtained. Employees may seek reimbursement if rental expenses were charged to their personal credit/debit card prior to the event. Proof of the charge will be required and a request must be submitted via Droplet. Vacation rentals are the sole responsibility of the employee. If damages are incurred to the rental, employees will not be reimbursed for those charges.

Documentation required for reimbursement: Proof of payment (credit card statement, bank statement REMOVE ACCOUNT INFORMATION) Detailed receipt showing a breakdown of each nightly fee including a total for the entire stay.

Any questions related to reimbursements should be directed to your local school bookkeeper or department bookkeeper.