



YOSEMITE VALLEY CHARTER SCHOOL

Business | Non-Instructional Travel & Expense Reimbursement Policy

Travel Arrangements

Travel Arrangements to events must be pre-approved by the Executive Director in advance using the [Professional Development/Travel Request Form](#). Staff making the arrangement should always strive to obtain the best possible price. Unless charter school administrators consider something an emergency, travel arrangements should be made at least 15 days in advance to obtain better pricing. Employees should provide an itemized receipt from the hotel that details all charges and dates, and clearly indicates for whom the lodging was provided. Documents should include any itemized receipts for parking, tolls, car rentals, taxis, food, and other expenditures related to the travel for which the employee obtained prior approval.

Purpose

Yosemite Valley Charter School (School) recognizes that employees may be required to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. The School's policy is to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, the school expects Personnel to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost-conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested must include:

- The individual's name
- If reimbursement for travel is requested, the date, origin, destination, and purpose of the trip.



- An itemized list of all expenses for which reimbursement is requested.

Receipts

Receipts are required for all expenditures billed directly to the school, such as airfare and hotel charges. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report original receipts from each vendor showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

Organization Credit Cards

If a corporate credit card is issued to personnel for travel (and other) organization---related expenses, the requirements for regular expense reports, explaining charges, as described above under "Expenses Reports" must still be met, and charges may not be made for "Non--Reimbursable Expenditures" as described below. Failure to meet the Expense Report requirements, or making inappropriate charges will result in loss of the credit card.

General Travel Requirements

In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the school will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to the school outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

Air Travel

Air travel should be authorized by an administrator when he or she deems it reasonable, when it results in cost savings, and when it promotes the efficiency of the employee. Airfares are reimbursable at actual cost. Business-class and first-class travel should not be allowed. Board policy may authorize the use of aircraft privately owned by an employee if the employee has a valid United States pilot license and carries insurance with at least minimum coverage for public liability and property damage as specified by the state of California. Reimbursement should be at the current approved rate per statute mile, applied to the shortest air route from origin to destination.

Lodging

Personnel traveling on behalf of the school may be reimbursed at the single room rate in a "business economy" or "budget" hotel for the reasonable cost of hotel accommodations i.e



Comfort Inn, Fairfield Inn, Days Inn, Hampton Inn, etc. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

Out-Of-Town Meals

Employees traveling on approved charter school business may choose to be reimbursed for the actual costs of meals, or receive a per diem meal allowance. Actual meal costs require itemized receipts; per diem meal costs do not. The charter school will consult the GSA website when creating a policy for per diem meal reimbursement. For non-per-diem meals, an itemized receipt must be submitted showing the cost of food, beverages, and gratuities, including the name of every person for whom food or a beverage was provided, and the business purpose.

FY 2022 Rates for California

County	M&IE Total	Continental/ Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel
Fresno	\$69	\$16	\$17	\$31	\$5	\$51.75

Gratuity paid in excess of the charter school policy, unless automatically assessed by the restaurant, could be considered a gift of public funds. Entertainment expenses are not allowed. Entertainment expenses include but are not limited to movies, nightclubs, and sporting events.

Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

Courtesy Cars. Many hotels have courtesy cars, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

Taxis. When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.



Rental Cars. Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

Personal Cars

Personnel is compensated for use of their personal cars when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile. In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-site -airport parking is permitted for short business trips. For extended trips, Personnel should use offsite--airport facilities.

Non-reimbursable Expenditures

Nonreimbursable Expenses Personal expenses such as laundry, valet service, personal telephone, personal internet, entertainment, and alcohol are not reimbursable. Excessive and unreasonable costs such as valet parking, in-room telephone, and food from the honor bar in hotel rooms shall not be reimbursed. Payment for internet service will only be reimbursed if pre-approved by an administrator, and then only if deemed necessary for work. In the case of a missing or lost receipt, the use of an affidavit for a lost receipt form for a purchase using the charter's credit card has one material deficiency. Because it is the charter's credit card, which means the charter is solely responsible for all purchases, the deficiency is that the charter must pay the credit card whether or not there are receipts. If the purchase is made on an employee's personal credit card and the employee fails to submit proper receipts, the employee is responsible for paying their credit card, not the charter.

Adopted: July 28, 2022