Amity School District 4J Travel Procedure

Code: DLC-AR. Adopted: 8/9/95. Amity School District 4J. This is the readable version. The official PDF is the record.

Staff Travel

1. District travel procedures are applicable regardless of what agency eventually absorbs the costs.

2. Travel Approval Authority for Out-of-District Travel

a. Initial Approval

(1) All travel must have the approving signature of the site council and/or principal.

b. Final Approval

(1) In-state travel must be approved by the site council and principal.

(2) Out-of-state travel must be approved by the principal and the superintendent.

c. Group Travel

(1) One travel request form may be used by a group traveling together as long as reimbursements are payable to one individual. That individual has complete responsibility for reported expenses.

d. Per Diem

(1) Reimbursement for meals and lodging incurred while away from the employee’s regular work station will be calculated as per the negotiated contract.

e. Travel by Personal Car - Local Use

(1) Travelers may occasionally find it necessary to use their private automobiles while on district business. Such use should occur only with the knowledge and consent of the traveler’s immediate supervisor.

(2) Each employee is responsible for transportation once each duty day from home to place of work and home. Mileage reimbursement will be provided for other approved travel to cover activities which are a part of the employee’s designated responsibilities.

(3) Reimbursement rate per mile covers all costs of operating a car. Additional operating expenses cannot be claimed.

f. Travel by Personal Car Out-of-District or Out-of-State

(1) Travel in a personal car will be reimbursed at the current rate per mile.

(2) If a route other than the shortest one is taken, an explanation must be made.

(3) Justification for use of personal car for out-of-state travel shall be based on the following:

- (a) When the destination is not conveniently accessible by plane;
- (b) When various points must be visited and plane schedules are inconvenient;
- (c) When articles must be carried, and to take them by air would not be feasible;
- (d) Traveler's inconvenience.

(4) There is often a misunderstanding about allowable travel charges when employees drive their cars for their own convenience. Transportation will be reimbursed at current rate per mile or plane fare (less than first class), plus usual cab fare, which ever is less. Hotel, meals, cab and other charges will be reimbursed, using as a basis the time which the traveler would have been gone had they used air transportation. Extra costs must be paid by the traveler.

(5) In case a private car is used from home, to or from airport or railroad station, mileage for one round trip and parking will be reimbursed.

g. Insurance Coverage

(1) Insurance costs are included as part of the mileage allowance. It is the responsibility of the owner or driver of the car to be certain that the car is adequately covered by insurance. The traveler will sign a statement, prior to travel, that absolves the district of liability for the failure to have the necessary insurance coverage.

(2) The responsibility of the district and its employees for damages resulting from automobile accidents is not the same as set forth in the district's general liability insurance policy. The insurance coverage available to the employee is primary to protect both the district and the employee, but only while the automobile is being used on behalf of the district or within the scope of the employee for both the employee and the district. As a policy matter, all persons operating their private vehicles on behalf of the district must carry personal liability and property damage insurance in the amounts set forth in Item 3.

(3) District employees are required to carry the insurance listed below with the following minimum limits.

Minimum insurance limits for district employees who drive their private vehicles on district business

Coverage	Minimum limits
Bodily injury	$25,000 per person; $50,000 per accident
Property damage	$10,000 per accident

Uninsured motorist	$25,000 per person; $50,000 per accident
Personal injury protection	$10,000 per accident

Four coverages with their minimum limits: bodily injury, property damage, uninsured motorist, and personal injury protection.

h. Accidents Involving Private Cars

(1) Should an employee become involved in an accident while using their personal car on district business, local or state police should be notified as provided by law. The business office should also be notified immediately.

i. Combining Official and Vacation Travel

The following applies to employees who wish to take vacation or other personal leave while on official travel.

(1) All time away from work caused by traveling by less than the most expeditious means available (for example, going by route other than direct route or travel by car when air would be faster) must be charged to vacation or other appropriate leave, unless otherwise authorized for medical reasons and approved by the superintendent.

(2) If the employee travels for vacation purposes to any point they would not have visited for business, they must pay the difference in transportation costs, i.e., the actual fare minus the “basic transportation cost,” defined as the amount the transportation would have cost using the most direct route, and without unnecessary stop-overs en route.

(3) All subsistence and local transportation (taxi, car fare, etc.) while on vacation time is paid by the traveler.

(4) The traveler need not pay any of the basic transportation costs (as defined in I-2 above, even though they spend a substantial part of the total time away from home on vacation, provided they were directed in advance by the district to make the business trip.) A traveler who decides on his/her own to make a district business call while on vacation cannot then use this as justification to have the district pay their basic transportation cost from Amity School District to the location visited.

3. Use of Rental Car

- a. Rental automobiles should be used only when their use will effect a savings or otherwise be more advantageous to the district, or when the use of other transportation is not feasible.
- b. Rental of a compact car is recommended when suitable for district business because of a lower initial rate and the guaranteed rate.
- c. Rental cars should be used only for official travel or in lieu of taxi for necessary travel. Any additional costs incurred for other usage will be the personal responsibility of the traveler.

4. Meal Conference and/or Business Entertainment Expenses

- a. Justifiable and reasonable expenses incurred for entertaining individuals or groups on behalf of the district will be reimbursed. Such expenditures, which require the approval of the superintendent, include cost of entertaining official visitors, luncheon and dinner conferences, employees meetings, etc. These expenditures are to be identified on the Travel Expense Report giving reasons for the expenditures.
- b. Reimbursement of expenses for activities related to associations of collective bargaining units are not authorized except as provided by negotiated agreements.