

CAPITAL AREA SCHOOL FOR THE ARTS (CASA) CHARTER SCHOOL

SECTION: EMPLOYEES

TITLE: TRAVEL EXPENSE
REIMBURSEMENT

ADOPTED: 2/13/2017

REVISED:

631.1 TRAVEL EXPENSE REIMBURSEMENT

The Board of Trustees (the “Board”) of the Capital Area School for the Arts Charter School (“Charter School”) recognizes the need to establish policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by employees in the performance of official and necessary Charter School business. Additionally, the Board sees the need to establish procedures for the reimbursement of travel expenses for necessary Charter School-related business and activities.

1. Authorization and Approval of Travel and Reimbursements

The Board or Chief Executive Officer (CEO) is responsible for authorizing travel on necessary and essential Charter School business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.

It shall be the CEO’s responsibility to see that his/her subordinates are familiar with these procedures and that their approval is obtained *before* such expenditures are incurred. The CEO may not authorize his/her own travel or approve expenditures, but must obtain the approval of the Board.

All out-of-town travel for educational personnel must be approved by the CEO to ensure that the purpose is consistent with the Charter School’s educational goals and focus. Additionally, expenditures for all out-of-town travel require prior approval.

Expenditures in excess of the limitations established in these procedures will be approved only if fully documented and a review of the circumstances indicates that such expenditures are necessary and in the best interests of the Charter School. The CEO shall provide written authorization of approvals. Limited instances outside of established limitations set forth in these procedures when necessitated by business circumstances are subject to *advance* written approval of the CEO for reasons other than those set forth here.

2. Federal Grant Recipient Reimbursement

The Board of Trustees shall reimburse administrative, professional and support employees and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

3. Conference Participation

The Charter School will reimburse employees, directly involved in educating students for no more than up to two (2) conferences per fiscal year. For all non-instructional employees, the Charter School will reimburse for not more than one (1) conference per fiscal year.

For all employees, attendance at the conference must be essential to job performance. For instance, travel to participate in meetings of professional, civic or social associations will only be approved if their content is deemed to be specifically aligned with and critical to job performance. Employees may attend additional conferences on their own time and at their expense.

To share helpful information, attendance at a conference by any employee, including an employee who has been invited to a conference as a presenter, is conditioned upon the employee providing a written report and, if requested by his/her supervisor, a presentation to colleagues regarding conference content within thirty (30) days after the conference.

Waiver of any or all of the limitations set forth above in Conference Participation may be granted only by the CEO.

4. Procedures

Employees will be reimbursed for approved expenditures within the policies and limitations established herein. The "Capital Area School for the Arts Charter School Travel Reimbursement Form" (hereinafter referred to as "Reimbursement Form"), properly executed and signed, will be used to request reimbursement for routine or out-of-state travel. Receipts for transportation, hotel accommodations, taxi fares, tolls, etc., must be obtained and attached to the form. Reimbursement will be included in the employee's paycheck for a subsequent pay period.

All requests for reimbursement of travel expenses are subject to review by the Board of Trustees to determine the official nature of the expenditure and the propriety and reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed.

Use of a rental car is not reimbursable unless it can be shown that it was essential in the conduct of the official business and/or in the best interests of the Charter School. Approval for use of a rental car must be secured in advance of travel on the Reimbursement Form.

Upon conclusion of travel, and within ten (10) business days, a Reimbursement Form

must be completed and signed by the CEO or his / her designee. Additional requests for travel will be denied to an employee who has not submitted a Reimbursement Form in a timely fashion.

Airline reservations will be booked by the employee at the lowest available coach rate requiring as few transfers as possible.

Many airlines offer substantially reduced fares when a Saturday evening stay-over is booked. Approval for early arrivals and extended stays at the expense of the Charter School will be granted if the employee can demonstrate that the additional cost for lodging and meals is more than offset by reduced airfares.

Paper tickets will not be issued. All tickets will be electronic; requiring the employee to present two forms of identification at the check-in. Employees will receive a printed itinerary prior to traveling. This itinerary and appropriate receipts must be submitted along with the properly completed Reimbursement Form.

An employee's frequent flier mileage account can be credited for official travel. Employees cannot reject a booking if the lowest available fare is with an airline other than that of which they are a frequent flier member.

Charges for change of flights will be the responsibility of the employee unless the change was in the interest of the Charter School and approved by the CEO prior to or after completion of travel.

Lodging will be booked at government rates or at the lowest available rate if government rates are not available within a ½ mile radius except as noted in below. Employees will be required to present identification and a credit card at the time of arrival. Reimbursement of room charges will be through the Reimbursement Form.

Regularly scheduled conferences and meetings usually provide for special lodging rates for participants. Employees should check to see if they can book lodging at the designated conference or meeting hotels at a price that is less than the conference or meeting rate. If a lower rate cannot be secured, the employee should book lodging through the conference or meeting facility.

5. REIMBURSABLE EXPENSES

Travel Within the Harrisburg Metropolitan Area and Surrounding Suburbs (Routine Travel)

The Reimbursement Form should be submitted for reimbursement on a monthly basis.

By Automobile

The shortest distance to the destination should generally be taken. Exceptions may

be made when expressways or other highways are more convenient or require less time. Records must be kept of the distances between stops so that entries on the Reimbursement Form will be accurate. In listing trips on the Reimbursement Form, indicate the start destination (school/location) of each trip and the miles covered. Show the total reimbursable miles covered for the day in the prescribed block, rounding the total to the nearest mile. The Charter School's mileage reimbursement rate is the rate allowed by the Internal Revenue Service. Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are not reimbursable with respect to the regular or normal work location.

Mileage reimbursement will not be granted for the first stop of each workday or for the trip home from the last work location of the day. These two trips are equivalent to going to work and returning home after work each day and are not reimbursable. Mileage after the first stop through the last official stop of the day is reimbursable.

Travel mileage reimbursement will not be granted to employees who are eligible to earn overtime or compensatory time and who work on a non-scheduled workday, i.e., weekends, holidays, snow days or summer days for ten-month employees, etc.

Indicate on the Reimbursement Form each place visited via public transportation and the cost of each trip. Generally, the least expensive mode of travel should be used. Enter the total fares for the day in the amount column on the Reimbursement Form. The cost of travel to and from home and an employee's school or office is not an allowable expense.

Extended Daily Travel

Travel within the state of Pennsylvania, which does not include an overnight stay, and is less than 150 miles (one-way), is considered routine. The same guidelines established for travel within the Harrisburg Metropolitan Area and Surrounding Suburbs as outlined above apply. Overnight stay is not permitted within the Greater Harrisburg Region unless an exception is granted by the CEO.

6. OUT-OF-TOWN TRAVEL

Out-of-town travel includes any travel that is (a) over 150 miles (one way), or (b) includes an overnight stay, or (c) is outside the state of Pennsylvania. All out-of-town travel must be authorized in advance by the CEO, even where reimbursement of expenses is not being requested. The Reimbursement Form should be used for this purpose.

The authorizing administrator must be aware of the difference between the costs for automobile, train and air travel before approving a trip and authorize only that travel plan most advantageous to the Charter School. Carpooling should be required by supervisors wherever possible.

Employees are required to forward a completed Reimbursement Form to the CEO.

Conference registration fees for conventions, professional or trade association meetings are reimbursable by use of the Reimbursement Form. Payment of registration fees must be documented by cancelled check, credit card receipt or money order receipt.

Transportation to a terminal for the purpose of beginning a trip, transportation to and from the destination terminal, and transportation home from the terminal must always be made at the lowest possible cost. Public transportation, shuttle service or private automobile, if less costly, must be used in preference to taxi service. Reasonable, long-term airport parking costs will be reimbursed.

Bridge and highway tolls incurred in official travel will be reimbursed when receipts are attached to the Reimbursement Form.

7. MEALS WHILE IN TRAVEL STATUS

Meal allowance will be made for travel in accordance with the GSA.

Meals that are part of an official function (conventions, etc.) will be reimbursed in the amount actually expended and should not be included in the meal allowance. A receipt must accompany the reimbursement request for such meals. Meals that are included in the registration fee may not be included in the request for meal allowance.

8. OTHER EXPENSES

9. VACATION PRECEDING/FOLLOWING TRAVEL

When an official period of travel is preceded or followed by an approved employee vacation or other non-work day, only such expenses that are an integral part of the official travel may be charged.

Transportation costs will be reimbursed up to the approved value of the roundtrip cost to and from the point of destination of the official travel.

10. CEO AND BOARD OF TRUSTEE EXPENSE REIMBURSEMENTS

The CEO of the Charter School is the only eligible employee authorized to use an executive credit card and/or debit card to incur reasonable and necessary expenses related to conducting official Charter School business in accordance with the reimbursement guidelines and the policies and procedures for utilization of the Charter School.

When traveling out-of-town on official Charter School business, charges for transportation and accommodations for the CEO can be charged directly to the executive credit card and/or debit card by the CEO and on the personal credit card of choice for the Board of Trustees Members.

Requests for payment of executive credit card expenses by the CEO must be submitted to the Board of Trustees. All requests for payment require the credit card statement, original itemized receipt(s) of charges and an explanation of the business purpose(s). Requests for reimbursement of expenses by Board Members must follow the same procedures.

Late fees will NOT be reimbursed by the Charter School, but will be the responsibility of the CEO and/or Board Member to pay using non- Charter School funds.

All requests for payment by the CEO must be reviewed and approved by the Board prior to being paid.

All requests for reimbursement of expenses by the Board of Trustees must be reviewed and approved by the CEO.

All requests for credit card payment or reimbursement of expenses are subject to review by an internal audit service to determine the official nature of the expenditure and the propriety and reasonableness of the charges.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER AND/OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.