

# Urban Pathways K-5 College Charter School

## Board of Trustees Policy

### TRAVEL EXPENSE REIMBURSEMENT POLICY

To establish the policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by employees in the performance of official and necessary Urban Pathways K-5 College Charter School (“Charter School”) business.

To establish procedures for the reimbursement of travel expenses for necessary Charter School-related business and activities.

#### Authorization and Approval of Travel and Reimbursements

The Chief Executive Officer (“CEO”) or his/her designee(s) 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.

Those designees considered agents of the CEO, and those designees alone, have the authority to approve expenditures for this purpose for their direct reports. It shall be their responsibility to see that their subordinates are familiar with these procedures and that their approval is obtained *before* such expenditures are incurred. An Administrator may not authorize his/her own travel or approve expenditures, but must obtain the approval of his/her supervisor.

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 the prior approval of the CEO or his/her designee(s).

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. Approval of the CEO for review and written approval for reasons set forth here.

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. The CEO may delegate approval to his/her designee for amounts under \$200.00.

### **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.

### **Conference Participation**

Participation in any one conference will be limited to *two (2) participants* absent express written consent of the Board of Trustees.

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 up to 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.

### **Request for Reimbursement**

Employees will be reimbursed for approved expenditures within the policies and limitations established herein. The "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 ("Board") 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.

### **Reimbursable Expenses**

- **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. Attach a computer map showing the miles of the route. 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.

- **Non-Routine Travel**

Travel within the states of Pennsylvania, Ohio, Maryland, and West Virginia, which does not include an overnight stay, and is less than 150 miles (*one-way*), is considered routine. The same guidelines established for routine travel as outlined above apply. Overnight stay is not permitted within the local Pennsylvania Region unless an exception is granted by the CEO or his/her designee(s).

- **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 states of Pennsylvania, Ohio, Maryland, or West Virginia. All out-of-town travel must be authorized *in advance* by the CEO or his/her designee(s), 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. Car-pooling should be required by supervisors wherever possible.

Employees are required to forward a completed Reimbursement Form to the CEO or his/her designee.

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.

- **Meals While In Travel Status**

Meal allowance will be made for travel of over four (4) hours.

*All meals while on travel status are reimbursable, without documentation, at the following rates (taxes and tips included):*

A) **Meal Allowances:**

Breakfast:	\$5.00
Luncheon:	\$10.00
Dinner:	\$20.00
<i>Total Per Day:</i>	<u>\$35.00</u>

In order to qualify for meal allowances, an employee must be in a travel status during at least one half hour between the following time limits:

Breakfast:	7:30 am and 9:30 am
Luncheon:	11:30 am and 1:30 pm
Dinner:	5:30 pm and 7:00 pm

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.

**Other Expenses**

Telephone costs in the conduct of official business are reimbursable. Personal calls home (for employees on out-of-town travel) are reimbursable up to \$5.00 per trip with receipts.

Valet expenses (dry cleaning, laundering) and other such personal expenses are not reimbursable.

Reasonable tips for carrying luggage *will be allowed of \$5.00 per stay.*

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.

### **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.

### **CEO and Board Expense Reimbursements**

The CEO 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 Board Members.

Requests for payment of executive credit card expenses by the CEO must be submitted to the Board. All requests for payment require the credit card statement, original itemized receipt(s) of charges and an explanation of the business purpose(s). Request 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 must be reviewed and approved by the CEO or his/her designee.

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.

### **Policies and Procedures for Air Travel**

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 or his/her designee 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.

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