

SARATOGA UNION SCHOOL DISTRICT  
Travel Expense Procedures

The Saratoga Union School District Superintendent or designee may authorize payment for actual and necessary expense incurred by an employee performing authorized services for the district in accordance with the limitations below.

1. Meal and Gratuity Allowances

- Employees on approved travel shall be provided the following meal and gratuity allowances. Reimbursement shall be made upon submission of the Reimbursement Claim Form and itemized receipts (credit card receipts without itemization will not be sufficient for reimbursement.) Allowances are per meal, not per diem, and balances may not be applied to prior or subsequent meals.

| Meal and Tax and Gratuity Allowances |         |
|--------------------------------------|---------|
| Breakfast.....                       | \$10.00 |
| Lunch.....                           | \$15.00 |
| Dinner.....                          | \$25.00 |

- Employees should keep their tips and gratuities within reasonable standards (15%). Tipping in excess of this percentage is not permissible and will not be reimbursed unless it is a mandatory addition to the bill.
- No allowance shall be made for the purchase of alcoholic beverages.
- Employees will not be reimbursed for any meals if such meals are included as part of a meeting, conference, etc. For example, if the conference offers a continental breakfast at no additional charges, the employee will not be reimbursed for a breakfast purchased through another vendor. Therefore, when an employee claims a meal allowance for attending a conference or workshop, the employee will be asked to submit registration materials that indicate whether or not meals were included.

2. Lodging

- Employees on approved travel requiring overnight lodging shall be reimbursed on the actual necessary lodging expenses, not to exceed the rate of single occupancy lodging, supported by receipt.

3. Transportation

- Employees are expected to travel in the most direct and economical manner.
- Using personal Auto:
  - If an employee wishes to use personal auto to drive long distance, such as to Los Angeles, San Diego, the equivalent of air transportation fare will be allowed in lieu of mileage. If air transportation is not available, the mileage allowance will apply.
- Transportation to and from home, airport, and hotel:
- Employees must use the most economical manner of transportation (for example shuttle rather than taxi) and share the ride when feasible.
- Mileage Reimbursement

- Individuals who receive a monthly mileage stipend will not receive additional reimbursement for travel within or between Santa Clara County or San Mateo County.
- Reimbursement mileage when travel originates or ends at home shall be determined by the following formula:

Total Mileage minus Round Trip Home-to-Work Mileage equals Reimbursable Mileage.

- All claims for mileage reimbursement shall be submitted on the Mileage Claim Form.
- Mileage reimbursement shall be at the current rate established by the Internal Revenue Service.
- Employees will be reimbursed for actual and necessary parking expenses and tolls.

#### 4. Travel Cost Reimbursement

- Reimbursement claims shall be prepared on the Reimbursement Claim Form and shall be approved by the employee's supervisor or program manager. The form must include a valid budget code to fund this transaction. The form shall include an itemization of expenses with itemized receipts. Credit card receipts without itemization will not be sufficient for reimbursement.
- Original copies of receipts for meals, transportation and lodging are required, even if payment has been made by the District via purchase order.
- Employees must also submit receipts and ticket stubs for travel expenses where the District has made direct payment.
- All claims for reimbursement shall be submitted within 10 working days following return from travel when possible, but in no case later than the end of the month following the month in which the expenditure was incurred.

#### 5. Individual memberships, dues, fees

- Must be pre-approved by supervisor

#### 6. Non-Reimbursable Expenses

- Entertainment expenses
- Transportation to and from places of entertainment
- Conference-arranged leisure tours, i.e. golf tournament
- Alcoholic beverages
- Traffic or parking citations incurred while using a personal or District vehicle on district business
- Expenses of any family member who is accompanying the employee on district-related business.

#### 7. Forms

- Both Mileage Claim Form and Reimbursement Claim Form can be located on the SUSD Website under FOR STAFF.

Original: November 16, 2015

Revised: February 1, 2017