

Professional Development – Travel Expenses

It is our hope to clarify procedures and reimbursement for travel, trips, meals and out-of-town lodging.

Pre-Approval of Employee Travel

Pre-approval of employee travel is required for any conference, travel, meal, or lodging obligations for Manchester Public Schools' employees using operating or grant funds.

Employee travel must be requested on the Manchester Public Schools' Professional Development Activity – *Request to be Absent Form – Part I*, approved by the applicable principal, department head and approved by the Assistant Superintendent for Curriculum and Instruction.

Reimbursement for Travel Expenses

A *Request to be Absent Form – Part II – Reimbursement* form must be completed and approved by the appropriate principal or department head and by the Assistant Superintendent for Curriculum and Instruction whenever an employee requests reimbursement for business related expenses.

Supporting documentation, consisting of receipts, paid invoices, hotel bills, etc. should be attached to the *Request to be Absent Form – Part II – Reimbursement* form to substantiate the reimbursement request.

Professional Development Meal Expenses

Effective January 1, 2016, the per diem meal allowance will be \$60 per day for meals eaten as a result of an approved professional development activity that does not include meals in the cost of the activity. Meals will be reimbursed individually and not aggregated; you cannot skip breakfast and lunch and request a \$60 reimbursement for dinner. Meal expenses for trips which are not overnight are not reimbursable without the approval of the appropriate principal, department head or Assistant Superintendent. Breakfast expense is reimbursable if you have to leave your home at least 1.5 hours earlier than usual and dinner is reimbursable if you arrive home after 7:30 p.m. Sub-limits for individual meals are as follows: Breakfast - \$12, Lunch - \$15, Dinner - \$33. Advance agreement with the principal, department head, or Assistant Superintendent for Curriculum and Instruction is required.

Personal Car Expenses

Personal car mileage is reimbursed at the I.R.S. rate, currently \$.575 per mile. Reimbursement for car expenses will be made only to the driver. Mileage will be reimbursed by the shortest route, as determined by Mapquest. When using a personal automobile for a day trip, the mileage reported for reimbursement should be from your home school. If a mode of transportation other than a Manchester Public Schools' supplied vehicle or the employee's personal automobile is

used, the mode and cost of transportation must be approved in advance by the appropriate principal, department head or Assistant Superintendent for Curriculum and Instruction.

Rental Car Expenses

For one-day trips, please use your personal car whenever possible. If you must rent a car, the car is rented in your name and your personal vehicle insurance will be the primary coverage.

Lodging Expenses

Hotel expenses are reimbursed with pre-approval by the Principal or Department Head and the Assistant Superintendent for Curriculum and Instruction for conferences requiring an over-night stay.

Combined Business and Personal Travel

If an employee combines business and personal travel, expenses should be paid directly by the employee.

Non-Reimbursable Expenses

Manchester Public Schools will only pay for or reimburse expenses which are directly related to the business purpose of the travel. Personal expenses will not be reimbursed. Examples of non-reimbursable expenses include:

- Personal telephone calls
- Dry cleaning
- Personal traffic violations
- Personal property loss, theft or damage
- Alcoholic beverages
- Personal side trips and entertainment
- Loss or theft of cash, travel tickets or credit cards
- Health or gym facilities fees

Principals or department heads signing the *Request to be Absent Form – Part II – Reimbursement* form are responsible for ensuring that all travel claims, originating from their schools/departments, are in compliance with the Manchester Public Schools' procedures.