Stephenson Area Public Schools

TRAVEL PAYMENT & REIMBURSEMENT

po6550 **ADOPTED** August 19, 2013 **REVISED** December 16, 2025

Highlighting **expense reimbursement policy**

6550 - **TRAVEL PAYMENT &** REIMBURSEMENT

Travel **expense**s incurred for official business travel on behalf of the Board of Education shall be limited to those **expense**s reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines. Travel costs may include transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the District.

Payment and **reimbursement** rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal IRS-prescribed mileage rate.

Employees are expected to exercise the same care incurring travel **expense**s that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional **expense**s incurred for personal preference or convenience will not be reimbursed.

Unauthorized **expense**s include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Commercial airfare costs in excess of the basic least expensive unrestricted accommodations class offered by commercial airlines are unallowable except when such accommodations would (1) require circuitous routing; (2) require travel during unreasonable hours; (3) excessively prolong travel; (4) result in additional costs that would offset the transportation savings; or (5) offer accommodations not reasonably adequate for the traveler's medical needs. Instances of commercial airfare costs in excess of the basic least expensive unrestricted accommodations class must be justified and documented on a case-by-case basis.

The costs of identifying and providing locally available dependent-care resources for conference participants are allowable as needed.

Conference costs must be appropriate, necessary, and managed to minimize costs to the Federal award.

Travel payment and **reimbursement** provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel **policy** and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel **policy**.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. All costs incurred with Federal funds must meet the cost allowability standards within Board **Policy** 6114.

To the extent that the District's **policy** does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence **Expense**s; Mileage Allowances"), or by the Administrator of General Services, or by the President (or designee), must apply to travel under Federal awards.

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