

Cañon City Schools  
Standard Operating Procedure

**TRAVEL EXPENSE GUIDELINES AND REIMBURSEMENT,  
PREPAYMENT AND ADVANCE PROCEDURES**

- I. ORIGINAL ISSUE & RESPONSIBILITY: December, 1984  
Director of Business Services
- II. APPLICABILITY: All employees of Cañon City Schools or other appropriate parties incurring travel related expenses or requesting reimbursement, payment or advance of any authorized official school business travel expense.
- III. POLICY: To establish travel expense guidelines and a uniform reporting process for travel reimbursement on a district-wide basis.
- IV. ADMINISTRATIVE GUIDELINES:
- A. Travel Assurances  
It is the responsibility of the traveler, his or her immediate supervisor, and the approving authority to assure that all travel charged to the school district, regardless of the sources of funds, is accomplished for the benefit of the school district and that such travel is completed at the most reasonable cost.
- B. Travel Prepayment or Advance Requests  
Travel prepayments or advance requests will be granted only for extreme financial hardship cases and/or extraordinary circumstances. Direct payment to an individual employee is discouraged. Generally, an individual, department or school/site purchasing card should be available to make payment for most travel-related expenses, including registration fees, room rentals and other expenses requiring up-front payment or guarantee. All travel prepayment and advance requests must be approved by the Office of Business Services or the Office of the Superintendent.
- Travel prepayment and advance requests should be submitted at least ten (10) days prior to travel. The approving authority shall be responsible to assure that unspent prepayment or advance monies are recovered by the school district at the conclusion of the authorized travel.
- C. Transportation Method  
The most economical transportation available, which will satisfactorily accomplish the school district's business, shall be used. Employees should always try to use a school district vehicle whenever there are five (5) or more people traveling together. When a district vehicle is not used, car-pooling is encouraged. When individuals elect to drive by themselves due to scheduling or other considerations, reimbursement must be approved by their supervisor.
1. To check availability or to schedule a school district vehicle, call the Transportation Department.

2. Once notification is received that a vehicle will be available, complete a "Request for Transportation" form, and indicate budget account to be charged.

V. REIMBURSEMENTS

A. Expense Reimbursements for Lodging and Meals.

The traveler may claim the actual cost of lodging plus the district allowance for meals which would normally be eaten during the time the individual was in a travel status. Receipts for lodging shall be obtained and submitted with the travel expense report when requesting reimbursement. Reimbursement for lodging shall be limited to commercial establishments.

1. Travel wholly within a single day.

If travel is wholly within a single day, only reimbursement for meals while away from Cañon City will be allowed. The meal allowance for breakfast will be approved when the traveler has to leave his home before 7 a.m. to reasonably reach his destination. The dinner allowance shall be approved when the traveler remains away from his home after 7 p.m. No reimbursement for meals eaten in Cañon City at the beginning or conclusion of a trip will be allowed.

2. Meals: Receipts for meals are required. Employees are responsible for maintaining receipts and submitting requests within 30 days of travel. Requests for meal reimbursement should be submitted to the Business Office no later than June 30<sup>th</sup> of the school year in which the expense was incurred.

Meal reimbursements are for meals only and not for pop, popcorn, candy and other entertainment type items. Reimbursement may not be claimed for meals furnished at no additional cost to the traveler. If a conference offers a meal as part of the program and you elect to eat on your own, you will not receive a reimbursement.

Meal allowances including tax, tip and incidentals shall be based on State of Colorado and CONUS (Continuous United States) per diem rates. Amounts will be adjusted periodically based on changes in these State and CONUS rates. Refer to the '...Allocation of Domestic (CONUS) Per Diem Rates...' appendix for current per diem rates. Refer to the '...Domestic (CONUS) Per Diem Rates...' appendix for per diem rates for specific locations. The appendixes are posted on the district's website.

Per Diem Rates Effective October 1, 2023:

	Total Per Diem	Breakfast	Lunch	Dinner	Incidental
Standard Rate	\$59.00	\$13.00	\$15.00	\$26.00	\$5.00
High Cost Rate (1)	\$64.00	\$14.00	\$16.00	\$29.00	\$5.00
High Cost Rate (2)	\$69.00	\$16.00	\$17.00	\$31.00	\$5.00

High cost Rate (3)	\$74.00	\$17.00	\$18.00	\$34.00	\$5.00
High Cost Rate (4)	\$79.00	\$18.00	\$20.00	\$36.00	\$5.00

- 3 Evidence of actual mileage should be submitted along with the travel expense reimbursement form. Use your primary worksite for beginning mileage point. If evidence of actual mileage is not included the following mileage allowances shall be used for travel to and /or from these areas:

	<u>One Way</u>	<u>Round Trip</u>
Boulder	150	300
Colorado Springs	50	100
Denver	120	240
Pueblo	40	80
Ft. Collins/Greeley	180	360

B. Other Authorized Expense Reimbursements.

In addition to meals and lodging, the following actual expenses incurred as a necessary part of approved travel may be claimed:

1. Registration fees (receipt required).
2. Official telephone calls.
3. Commercial transportation cost actually paid by the traveler (receipt required, for taxi, if over \$20, including a reasonable tip not to exceed 20%).
4. Parking fees (receipt required).
5. Mileage at the rate of \$0.60 / mile (IRS rate for 2024) for approved use of private vehicle (This is the rate established by the IRS effective for calendar year 2024. The rate will be reviewed annually and updated to coincide with the IRS standard mileage rate subject to budget review.) Requests for mileage reimbursement should be submitted within 30 days of travel to the Business Office and no later than June 30<sup>th</sup> of the school year in which the expense was incurred.
6. Rental car cost including tax if paid (receipt required).
7. Fuel and emergency repairs for school district-owned vehicles (receipt required).
8. Road toll charges.
9. Reimbursement of the cost of traveler's checks. The amount of traveler's checks shall not exceed the estimated out-of-pocket costs of travel. (Receipt required.)

C. Non-Reimbursable Expenses

The following expenses are not authorized for reimbursement:

1. Entertainment expenses – including pop, specialty drinks, popcorn, candy, etc.
2. Personal expenses, such as laundry, etc.
3. Travel insurance
4. Traffic fines and parking tickets
5. Alcoholic beverages
6. Meals furnished at no cost to the traveler

VI. GENERAL INSTRUCTIONS FOR FILLING OUT THE “TRAVEL EXPENSE REIMBURSEMENT”

- A. "Travel Expense Reimbursement" and "Request for Travel Prepayment or Advance" Requirements:
1. Request for travel reimbursements, prepayments, or advances shall be made on the appropriate form. A sample form is attached, showing proper entries under varying circumstances.
  2. It is necessary to complete one line of the form for each day of a trip. E.g., if the trip covers two days, two lines will be used.
  3. The number of miles will be entered in the "Miles" column. Then the number of miles is multiplied by \$0.60 (or the current effective rate established by the Business Services Office) and the amount entered in the "Mileage Cost" column.
  4. The appropriate meal allowance shall be entered in the columns headed "Breakfast," "Lunch," and/or "Dinner."
  5. Hotel/Motel costs shall be entered in the "Lodging" column.
  6. All columns will be added down and all lines will be added across to arrive at a total for each.
  7. The request for reimbursement or prepayment will include a statement as to the purpose of the travel. The travel expense report will not be processed if this is not completed.
  8. A copy of airline tickets provided for by the school district through a travel agent or directly through an airline must accompany a request for reimbursement of travel expense. No reimbursement will be given if this copy is not provided.
  9. Each form must be signed by the employee. It is also necessary that the employee's name be printed or typed on the "Payable to" line. After the form is completed, it should be given to the employee's principal or supervisor for review. All forms must be signed by the principal or supervisor on the line designated.
- B. "Request for Travel Prepayment or Advance" Additional Requirement
1. The top portion of a Request Travel Prepayment or Advance Form must be completed by the employee, approved by the Principal or Supervisor and Director of Business Services or his designee, and sent to the Accounting Department. Travel Prepayment or Advance Request Forms may be obtained from the Accounting Department.
- C. "Travel Advances" Additional Requirements
1. The lower portion of the form will be completed by the Accounting Department and signed by the employee when the Travel Advance is received. A copy of the form will be given to the employee and the original will remain in the Accounting Department.
  2. Upon completion of a trip or respective travel schedule, a monthly Travel Expense Reimbursement report (form #B-004) shall be submitted. The travel advance made for the travel covered should be noted in the appropriate space on the monthly travel expense report.
  3. If for any reason a travel advance is prepared in excess of the actual amount due, it is

the responsibility of the employee to reimburse the school district any excess amount due at once.

4. Upon notice of the termination of an employee, the Accounting Department will determine if any travel advances have not been returned or if any amount is due the school district to settle such accounts. The employee must remit the school district any amount due and it shall be the duty of the Accounting Department to notify the Director of Business Services if such remittance is not made. The Director of Business Services shall deduct the amount due from any amounts payable to the employee at that time.

VII. DETAILED INSTRUCTIONS FOR FILLING OUT THE "TRAVEL EXPENSE REIMBURSEMENT" AND "TRAVEL PREPAYMENT OR ADVANCE REQUEST" Forms

A. To be filled out and submitted as appropriate per employee

B. All information is to be provided as follows:

1. Payable to: Name of employee requesting reimbursement.
2. Date: Month and Year this expense report covers.
3. Vendor #: List your numeric vendor number. If you do not have one or know yours, please contact the Accounting Department.
4. Budget Coding: List the complete budget code these expenses are to be charged to.
5. Date: Month and day(s) travel and/or expenses were incurred. Use one line for each day.
6. Destination: City where payee was at or in route to while expenses were incurred.
7. Miles: Mileage to location listed in Destination. If travel to and from occurred in one day, you may list R/T mileage to and return to Cañon City. Attach evidence of actual miles driven or use the following data for mileage allowance.

The following mileage allowances shall be used for travel to and/or from these areas:

	<u>One Way</u>	<u>Round Trip</u>
Boulder	150	300
Colorado Springs	50	100
Denver	120	240
Pueblo	40	80
Ft. Collins/Greeley	180	360

8. Mileage Cost: Mileage listed under #7 times \$0.60 or the current effective rate established by the Business Services Office.
9. Meals: Meal allowance as appropriate. The standard in-state allowance is listed on the form. Use the below-listed allowances for in-state, out-of-state and high-cost metro areas:
10. The meal allowance, including tax, tip and incidentals shall be:

	Total Per Diem	Breakfast	Lunch	Dinner	Incidental
Standard Rate	\$59.00	\$13.00	\$15.00	\$26.00	\$5.00

High Cost Rate (1)	\$64.00	\$14.00	\$16.00	\$29.00	\$5.00
High Cost Rate (2)	\$69.00	\$16.00	\$17.00	\$31.00	\$5.00
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High Cost Rate (4)	\$79.00	\$18.00	\$20.00	\$36.00	\$5.00

11. Lodging: Actual cost of Hotel/Motel. Receipt must be attached for reimbursement.
12. Miscellaneous: Parking, phone calls, registration fees, and/or other expenses.
13. Incidentals: Travel related expenses without receipts.
14. Total: The total of the Row or Column as applicable.
15. Purpose of Trip: Reason expenses incurred. Name of workshop, presenter, or other pertinent information. If requesting a prepayment or advance, explain why. If trip extends over a range of time, purpose of trip only needs to be listed once.
16. Payee Signature: Payee must sign for reimbursement, prepayments, or advances.
17. Principal/Supervisor Approval: Must be approved by the appropriate principal/supervisor.
18. Director of Business Services Approval: Upon final approval the Expense Report will be processed.

C. Travel Expense reports not properly completed will be returned to payee.

Updated: April 8, 2024