

Cook County School District 130

Travel Regulations

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Section 110 - Philosophy

Cook County School District 130 believes first and foremost that District employees are honest individuals and that claims for reimbursement are made in all good faith.

Section 120 - Policy

It is the policy of the District to reimburse employees for reasonable expenses incurred by them in the performance of their duties as authorized by the Superintendent.

Section 140 - Definitions

Employee:

For purposes of the following travel regulations, an employee is defined as an individual employed by the Board of Education and members of the Board of Education.

Travel Status:

An employee shall be considered "on travel status" while away from their assigned work location on authorized District business. Travel status shall begin when an employee leaves their assigned work location or, if reporting directly to destination, from residence or other location. Travel status shall conclude when an employee returns to their assigned work location or, if reporting directly from original destination, to residence or other location at the completion of authorized District business.

Section 230 - Preparation and Submission of Vouchers

The Business Office shall prescribe procedures for the preparation and submission of vouchers for travel expenses. Travel reimbursement shall be submitted on the approved District Travel Voucher Form within 10 days of completing approved travel.

Section 300 - Modes of Transportation

- a. All travel shall be by the most economical mode of transportation available considering travel time, costs, and work requirements. Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance.
- b. Arrangements on airplanes or trains shall be the least costly reasonably available alternative.
- c. The rental of an automobile while on travel status is allowed, if circumstances require. The most economical vehicle available that is suitable for the District's business shall be obtained. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.
- d. Privately owned vehicles may be used when authorized by the Business Office.
- e. Employees using private vehicles while on District business must have insurance coverage in an amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code 625 ILCS 5/10-101(b). Prior to such authorization the Superintendent

shall require employees to file a statement certifying that they are duly licensed and carry at least the minimum insurance coverage or shall require such certification to be noted on the travel voucher.

- f. Reimbursement for use of a private vehicle shall be on a mileage basis and shall be in accordance with the rate promulgated pursuant to the Internal Revenue Service standard mileage rates.

Section 310 - Routing

All travel shall be by the most direct route. Expenses due to deviations for convenience shall be borne by the employee. Distances between destinations shall be computed by using an approved internet mileage program. Where no mileages are available, odometer readings shall be used. Mileage in and around a city of destination may be claimed as such.

Section 410 - Least Costly Lodging

It is the responsibility of each employee to request the lowest available lodging rate at the time of making reservations. However, a person who due to a handicap may require special lodging consideration may be reimbursed for the actual cost of the least costly lodging that is substantially accessible.

Section 420 - Conference Lodging

Conference lodging charges or lodging at official meeting hotels is allowed when pre-approved by the Superintendent.

Section 500 - Per Diem Allowances

- a. The per diem allowances specified in Appendix A, Reimbursement Schedule, are the maximums allowed by the District. The Board of Education shall review the reimbursement schedule periodically to determine necessary adjustments.
- b. Per diem shall be paid for travel which includes overnight lodging or is 18 or more continuous hours. It is given in lieu of the meal allowance and is to cover the cost of meals and meal tips. Receipts need not be submitted to support this allowance.
- c. Per diem shall be based on the Quarter System for computing the allowance for days or fractions thereof. Each quarter shall be 6 hours commencing at midnight, 6:00 a.m., noon, and 6:00 p.m. The traveler shall be allowed one-fourth of the daily allowance for each period of 6 hours or fraction thereof.
- d. Meal allowance and per diem may not be mixed on the same trip or day.

Section 510 - Meal Allowances

- a. The meal allowances specified in Appendix A, Reimbursement Schedule, are the maximums allowed by the Board of Education. The Board of Education shall review the rates periodically to determine necessary adjustments. The meal

allowances are given when a traveler is not eligible to receive per diem. Receipts need not be submitted to support these.

- b. Breakfast is payable when an employee is on travel status and leaves headquarters or residence (if reporting directly to the destination) at or before 6:00 a.m.
- c. Lunch is not a reimbursable expense.
- d. Dinner is payable when an employee is on travel status and arrives back at their assigned work location or residence (if reporting directly from destination) at or after 7:00p.m. For employees commencing travel after the close of business, but before 6:30p.m., dinner reimbursement is allowed if the traveler would not be eligible for per diem.

Section 600 - Reimbursable and Non-reimbursable Expenses

- a. The cost of business related special expenses, if reasonable, shall be reimbursable. Examples are:
 - 1. Laundry and dry cleaning if on travel status for at least seven (7) consecutive days.
 - 2. Storage and handling of baggage for traveling employee.
 - 3. Taxis including reasonable tips. (See Section 620 receipts required)
 - 4. Telephone calls on official business including calls of 3 minutes or less to announce safe arrival or delay-change in plans.
 - 5. Telephone calls to secure lodging.
- b. Examples of non-reimbursable expenses are:
 - 1. Alcoholic beverages.
 - 2. Coat check.
 - 3. Entertainment.
 - 4. Late check-out and room guarantee charges.
 - 5. Meals for other District employees or officers.
 - 6. Parking tickets or other traffic tickets.
 - 7. Tips incurred beyond those specifically provided in this Part.
 - 8. Transportation to procure meals.

Section 610 - Expenses Related to Transportation

- a. Reimbursement for the cost of automobile parking fees and tolls shall be allowed. Parking fees at a terminal or other parking area while the traveler is away from headquarters is allowed.
- b. When the use of a common carrier is a reasonable alternative, the mileage reimbursement shall not exceed the cost of its use. A reasonable alternative exists

when the cost of travel, taking into account both transportation, time and meal expenses would be less if a common carrier were used.

Section 620 - Receipts Required

- a. Receipts are required for any transportation, lodging, or miscellaneous expense that individually exceeds \$10.00.
- b. Taxi cabs - A detailed explanation as to the purpose and rationale for using a taxi versus a common carrier, i.e. bus, subway or train, shall be submitted with each taxi cab receipt. The explanation shall also include the to and from addresses of the taxi cab trip.

Appendix A - Reimbursement Schedule

The following rates are effective for District travel:

Mileage

Category	Rate
Auto	\$0.535 per mile

Meal Allowance

\$40.00 per day maximum