

PAYMENT OF NECESSARY TRAVEL EXPENSES

It is the policy of Gordon Cooper Technology Center Administration that the District will pay for certain necessary expenses incurred incident to the duly authorized in-district, in-state, and out-of-state travel of district employees and Board members. The purpose of in-state and out-of-state travel is to further the mission of the school by developing the professionalism of the staff, bring innovative ideas and practices to the our programs, and to represent the school professionally.

Reimbursement Claim Filing

Any Claims for Reimbursement associated with this administrative regulation must be made monthly. You have no more than 31 days of the last day of the specific month associated with the reimbursement claim to submit any travel reimbursement claim. EXAMPLE: Last event associated with the reimbursement claim is dated April 20th, any reimbursement claim must be dated and submitted for supervisor approval no later than May 31st. Any reimbursement claim submitted after the 31 day window will NOT be reimbursed by the district.

Fiscal Year-end Requirements

The timing of expense reimbursements at the end of the fiscal year is very critical. All requests for reimbursement of expenses shall be submitted to the Business Office by the end of the third week in June. However, if an employee will be traveling during the last week of June, an estimate of expenses must be submitted to the Finance Office prior to the third week in June. The reimbursement Envelope should be submitted immediately after returning from the trip. Expense reports submitted after the third week of June may be denied for payment if dollars were not previously encumbered for travel. Furthermore, NO reimbursements for the month of June will be made if reimbursement claims are not submitted for supervisor approval by July 31st or before.

Out of State Travel

The Board of Education will approve all out-of-state travel for Board members and all school district employees. In the event that anyone representing Gordon Cooper Technology Center should be approved by the Board for out-of-state travel, and withdraws after the travel arrangements have been made, that person may be held responsible for reimbursing the school for all incurred expenses. If a stipend is received for travel, the employee is required to turn the stipend check into the Finance Office and submit expenses in accordance with this policy.

It is the policy of this school district that all out-of-state travel by staff will balance the professional development needs of the Gordon Cooper Technology Center staff with the fiscal accountability expectations of the district.

The following guidelines will govern other aspects of any out-of-state trip requests:

1. Must have appropriate Supervisor, Superintendent, and Board of Education approval.
2. Employee should complete and submit, at least 30 days in advance of trip, appropriate district out-of-state travel request form.
3. Professional Development needs of the district must be of primary consideration.
4. Staff member absence(s) due to out-of-state travel should have minimal impact on student instruction and should not substantially interfere with the daily operations of any district department or campus in the district.
5. Attendance to out-of-state conferences or training by instructional staff will be limited to one regional or national conference or training event every other year except for significant or required curriculum changes in a program, leadership involvement at the state or national level, presenting at an out of state conference or training event, or when there is likely to be substantial benefit to the district as a whole.
6. Attendance to national and regional conferences, including ACTE will be governed by the following:
 - a. Direct benefit to Gordon Cooper Technology Center students, and /or the institution as a whole.
 - b. Potential attendee must justify the conference with a detailed written description of the benefit to GCTC and submit it to their supervisor.
 - c. In order to limit disruptions to the learning environment of the school, no more than 50% of the staff from any one CTSO division or district department will attend annually, unless a staff member is presenting at the conference, is attending due to leadership involvement at the state or national level, or there will be substantial benefit to the district as a whole. If there are fewer than three (3) individuals from any one CTSO division or district department, the limit will be no more than two (2) staff members attending annually.
 - d. Specific attendees from respective CTSO divisions or district departments will be determined with input from supervisors regarding the overall needs of the district.
 - e. Upon returning from an out-of-state conference, attendees will be expected to share and/or present to other staff members ideas, techniques, and research information gained from their attendance. The presentation format could be a large group presentation, lunch and learn session, digital presentation, written form, or some other supervisory approved delivery model.
7. All others aspects of this Administrative Regulation will be followed with respect to travel reimbursement.

Overnight Travel

In order to receive expense reimbursement from Gordon Cooper Technology Center, employees attending conferences, workshops, and other business or professional trips related to school business must have prior authorization from their supervisor or the Superintendent. The immediate supervisor must approve all out of town travel for which reimbursement is being claimed.

Mileage

School vehicles have been purchased and made available to the Gordon Cooper TC employees on a scheduled basis. Vehicles should be returned to the designated school parking area and keys returned to the designated area. If it becomes necessary for an individual to drive his or her personal vehicle on a business trip relating to Gordon Cooper TC and it is approved by the supervisor, reimbursement will be made at the IRS Standard Mileage Rate for **map miles**. Map miles will be determined by district administrative or finance personnel by using one of the following sources: District Mileage Chart (see AR-123-A6), the ODOT mileage chart (<http://www.okladot.state.ok.us>), or the use of appropriate Internet mileage tools (e.g. www.mapquest.com or <http://maps.yahoo.com>). Use of odometer readings or taking a lengthier alternate path, unless the alternate path is necessary due to district business, will not be used to calculate reimbursable mileage. Employees will be reimbursed fully through the means mentioned but at a level that is consistent with the district's desire to be good stewards of taxpayer dollars.

Reimbursement for map mileage plus on road approved expenses (tolls, etc.) shall not exceed the cost of the lowest single round-trip airfare available at time of travel.

Meals

Meal reimbursement for travel will be paid using the per diem rate for that locale, established by the IRS. The day of departure ("day of departure" is defined as the scheduled time of any associated flight or the reasonable departure time from the Gordon Cooper Technology Center campus in Shawnee whichever is later) and the day of return ("day of return" is defined as the actual arrival time of any associated flight or the reasonable arrival time at the Gordon Cooper Technology Center campus in Shawnee or the employees home whichever is earlier) will be reimbursed at 75% of the per diem rate established by the IRS (www.gsa.gov). Meal reimbursement will not be paid for non-overnight travel. Meals included in the registration cost or those meals provided due to lodging or other aspects of the conference or even, will not be reimbursed and should be deducted from the per diem rate claimed, based upon the type of meal provided. Employees must include the time of departure and time of return on their reimbursement envelope.

PER DIEM EXAMPLE:

If your departure date is on Monday, November 7 at 6:00 a.m. and the date of return is on Thursday, November 10 at 1:00 p.m. The following would be the reimbursement for meals and incidental expenses:

Monday, November 7 - 75% of the per diem rate would be reimbursed

Tuesday, November 8- 100% of the per diem rate would be reimbursed

Wednesday, November 9 - 100% of the per diem rate would be reimbursed

Thursday, November 10 - 75% of the per diem rate would be reimbursed

If a meal or meals are included as part of the registration cost or provided due to lodging or other aspects of the conference or event, the amount will need to be deducted from the per diem rate as follows:

Breakfast included - 25% deducted

Lunch included - 25% deducted

Dinner included - 50% deducted

Using the example above, assume the registration for the conference days November 8 and November 9 included lunch in the registration cost. Then the following would be the reimbursement for meals and incidental expenses:

Monday, November 7 - 75% of the per diem rate would be reimbursed

Tuesday, November 8 - 75% of the per diem rate would be reimbursed

Wednesday, November 9 - 75% of the per diem rate would be reimbursed

Thursday, November 10- 75% of the per diem rate would be reimbursed

Miscellaneous Expenses

Reimbursement will be made for reasonable and necessary expenses such as turnpike toll, parking, or airport shuttle fees. Receipts for expenses incurred on turnpikes for honor tolls are not required. Any other miscellaneous expenses will be reimbursed with the presentation of a receipt, and only if the reimbursement amount is reasonable and in keeping with the district's expectation of good stewardship. A Reimbursement Envelope should be used to request reimbursement.

Travel Arrangements

For out of state travel, the Superintendent's administrative assistant will be responsible for making arrangements for air travel, rental vehicles, and lodging for all staff, including the Board of Education. If it is not possible for the administrative assistant to make the lodging arrangements a designee will be assigned by the superintendent to make all arrangements per the aforementioned language. For in state travel, dealing with lodging only, the preferred means of payment for said lodging is by District purchase order or District P-Cards where applicable. If District purchase order is not acceptable for in-state lodging purposes, then the District credit card or District P-Cards will be utilized.

Reimbursable Expenditures

The following table gives guidelines for various travel-related expenditures. However, it is not meant to be an all-inclusive listing. If a receipt is required, it must be an itemized receipt. An itemized receipt is a bona-fide written or typed receipt from the establishment that details the items that were purchased. Credit card receipts, unless itemized, and ticket stubs do not constitute itemized receipts, and will not be accepted as a basis for reimbursement.

<u>Expenditure</u>	<u>Reimbursement Guidelines</u>	<u>Receipt Required</u>
Conference registration	Preferred means of payment is by District purchase order or District P-Cards. If this is not possible, employees may pay the registration and submit documentation for reimbursement.	Yes
Membership Dues	Institutional dues should be paid by District purchase order. Individual dues to professional organizations are not reimbursable as a travel expense.	Yes
Airfare	Airfare is arranged by the Administrative Assistant or designee	No
Mileage to/from airport (personal vehicle)	<p>On a workday, the maximum mileage that will be reimbursed is the distance from Gordon Cooper to the Airport plus the distance from the airport back to Gordon Cooper. All employees will use a maximum distance of 84 round trip miles for Will Rogers World Airport and 196 round trip miles for Tulsa International Airport. (This limitation is based on the premise that the employee would normally travel to and from the workplace on a workday, and that mileage is not reimbursable under IRS guidelines. The employee is only to be reimbursed for mileage in excess of their normal travel to-and-from the workplace.)</p> <p>On a weekend or any other non-workday The mileage will be reimbursed at the actual distance from the employee's home to the airport and back.</p> <p>Only a single round trip mileage will be reimbursed under either of the above circumstances.</p>	No
Airport Parking	District will pay for parking for those days that the employee was required to be in travel status. The employee shall pay parking days caused by an extension of the trip for personal purposes.	Yes
Airport Limousine or Bus	Should be used for travel to and from the airport instead of rental cars or taxis only with prior approval of direct supervisor.	Yes
Taxi	Should be used primarily for short distances and not when other less expensive forms of public transportation are available. Tip amounts greater than 15% of total fare will not be reimbursed.	

Rental vehicle	Approval to rent a car must be obtained from the immediate supervisor prior to departure. Per previous language, administrative assistant or designee will reserve all rental cars for any district staff member or board of education member. (Note: Employee's request for travel must state the reason the rental car is necessary.)	Yes
Subway or public transportation	Preferred means of transportation at conference locations.	Yes
Turnpike Tolls	Allowable for in-state and out-of-state travel	See Misc. Section
Parking	Allowable for business related purposes.	Yes
Tipping (non-meals)	Tipping is reimbursable if reasonable. Normally it should not exceed one dollar per bag for baggage services and one dollar for room showing. (Tips for taxi should be included in the total amount for taxi fare not to exceed 15% of total fare.) Tips and/or costs associated with valet parking will only be reimbursed in extenuating icrcumstances such as physical limitations of staff or students, limited parking opportunities in close proximity to lodging, etc. Tips associated with valet parking should not exceed \$5 per day.	No
Lodging	<p>Preferred means of payment is by District purchase order. If District purchase order is not acceptable, then District credit card will be utilized by the administrative assistant or designee. When possible employees of the same sex should share a room to lessen cost to the district. If an employee's spouse travels with employee the difference in room rate will be the employee's responsibility.</p> <p><u>EXAMPLE:</u></p> <p>If one employee travels alone and their spouse travels with them and the room rate changes from one person to two then the employee pays that difference.</p> <p>If two employees (same sex) travel and one employee brings their spouse then that employee will be responsible for the cost of the extra room. In this example, Gordon Cooper will pay for one (1) room only.</p> <p>If three employees travel (same sex) and two employees bring their spouse then the employees that bring their spouse will share the cost of the extra room. In this example, Gordon Cooper will pay for two (2) rooms only.</p>	Yes

Non-Reimbursable Expenses

Alcoholic beverages	Under NO circumstance are District funds to be used for the purchase of any alcoholic beverage.
Personal service items	This includes personal items related to travel such as charges for travelers checks, credit card interest or fees, haircut, toiletries, shoeshine, newspaper, magazine, clothing, laundry or dry cleaning service, massage, cable movie, safe charges, etc.
Personal activities	Personal telephone calls, theater, athletic events, theme parks, tours, and other activities that are for personal enjoyment while traveling for business purposes are not reimbursable. Nor is the cost of transportation to these activities. (Exceptions: If an activity is an integral part of the conference program which all attendees are expected to participate in, it is a business expense and is reimbursable. If an employee is acting as a chaperone for students involved in these activities, the expense is reimbursable.)

August Conference Reimbursement

Registration	Employee is required to pay all expenses. All expenses will be reimbursed per current federal or state law and district policy or regulations.
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Any aspect of employee reimbursement administrative regulations that are not clear will be further determined and/or clarified by administrative personnel in a manner that reflects the district's continued desire to be good stewards of the taxpayers' dollars.

Gordon Cooper Technology Center
Mileage Chart (one-way)

Asher H.S.....	30
Autry T.C., Enid	139
Bethel H.S.....	12
Boley H.S.....	34
Bowlegs H.S.	26
Butner H.S.	34
Caddo-Kiowa, Ft. Cobb.....	106
Canadian Valley, Chickasha.....	73
Canadian Valley, El Reno.....	57
CareerTech, St.Dept., Stillwater	58
Central Tech, Drumright.....	60
Central Tech, Sapulpa.....	79
Chandler H.S.....	23
Chisholm Trail T.C., Omega.....	96
Dale H.S.	8
Earlsboro H.S.....	14
Eastern Ok T.C., Choctaw	29
ECU, Ada.....	63
Francis Tuttle, OKC (Rockwell).....	54
Francis Tuttle, OKC (Portland).....	52
Francis Tuttle, OKC (Reno).....	44
Francis Tuttle, Edmond (Business Innovation Center).....	49
Gordon Cooper TC Aviation Campus	3
Gordon Cooper TC Seminole Campus	22
Great Plains T.C., Frederick	165
Great Plains T.C., Lawton.....	120
Green Country T.C., Okmulgee.....	68
Grove Elementary	2.5
High Plains T.C., Woodward.....	176
Indian Capital T.C., Sallisaw	123
Indian Capital T.C., Tahlequah.....	131
Indian Capital T.C., Stilwell	152
Indian Capital T.C., Muskogee.....	109
Integrated Specialty Hospital, OKC.....	30
Kiamichi T.C., McAlester.....	94
Kiamichi T.C., Spiro.....	144
Kiamichi T.C., Stigler.....	115
Kiamichi T.C., Talihina.....	143
Kiamichi T.C., Poteau.....	155
Kiamichi T.C., Idabel	205
Kiamichi T.C., Hugo.....	161
Kiamichi T.C., Durant	167
Kiamichi T.C., Atoka.....	135
Kiamichi T.C., Wilburton	127
Konowa Community Health	40
Lone Wolf.....	154
Macomb H.S.....	23
Maud H.S.	26
McLoud H.S.	14
Meeker H.S.	9
Meeker Nursing Home.....	9
Meridian T.C., Stillwater	62
Metro T.C., Skill Tech.....	40
Metro T.C., Aviation	43
Metro T.C., Bryant Campus.....	33
Metro T.C., Springlake	37
Mid-America T.C., Wayne	70
Mid-Del T.C., Midwest City.....	31
Mid-West City Regional Hospital	30.8
Moore Norman T.C., Norman.....	43
Moore Norman T.C. S.Penn Campus	41

New Lima H.S.27
 North Rock Creek2
 Northeast T.C., Pryor131
 Northeast T.C., Kansas OK.....165
 Northeast T.C., Afton166
 Northwest T.C., Alva203
 Northwest T.C., Fairview170
 OKC.....37
 OSU Okmulgee.....69
 Paden H.S.28
 Pleasant Grove, Shawnee.....5
 Pontotoc T.C., Ada52
 Prague H.S.23
 Red River T.C., Duncan111
 Seminole Estates Nursing Home21
 Seminole Medical Hospital.....18.1
 Seminole H.S.21
 Seminole State College.....18.1
 Shawnee H.S.4.5
 South Rock Creek9.5
 Southern OK T.C., Ardmore.....90
 Southwest T.C., Altus171
 Southwest Medical Hospital, OKC.....37
 State Capitol, OKC37
 Strother H.S.19
 Sunset Estates Nursing Home.....9.5
 Tecumseh H.S.10
 Tri-Co T.C., Bartlesville132
 Tulsa International Airport99
 Tulsa T.C., Lemley Campus93
 Tulsa T.C., Riverside97
 Tulsa Convention Cntr.....95
 Tulsa Convention Cntr. to Peoria Campus.....6
 Tulsa Convention Cntr. to Lemply Campus8
 Tulsa Convention Cntr. to Riverside.....8.5
 Tulsa Convention Cntr. to Hilton S.Hills.....5
 Tulsa Convention Cntr. to Marriott S.Hills.....5
 Tulsa T.C., Tulsa89
 Tulsa T.C., Broken Arrow107
 Tulsa T.C., Peoria Campus94
 Tulsa Airport.....98
 UCO, Edmond53
 Unity Health Center North3
 Unity Health Center South.....5.5
 Varnum H.S.19
 Wellston H.S.29
 Wes Watkins T.C., Wetumka49
 Western T.C., Burns Flat139
 Western T.C., Sayre.....163
 Wewoka H.S.33
 Will Rogers World Airport.....42

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