



Board of Director's Policy Business Services 800 Series

Policy # 800.1

Reimbursement for Business Travel

Employees are encouraged to attend conferences, seminars, and meetings for the purposes of professional growth, presentation of papers about their work at Prairie Crossing Charter School (PCCS), or representation of Prairie Crossing Charter School. The director and the principal approve professional travel in advance. They consider the trip's professional benefit to the employee and Prairie Crossing Charter School as well as budgetary constraints. On an annual basis the Executive Director will indicate the amount of money available to each teacher for professional development.

Employees traveling to business-related conferences, seminars, and meetings or otherwise traveling on behalf of PCCS shall be reimbursed for expenses in accordance with established procedures, provided that

- the employee has prior approval of the direct supervisor;
- the expenses are for transportation, lodging, meals, meeting costs (e.g. registration fees), and other incidental expenses directly related to attendance at the conference, seminar, or meeting;
- the mileage is for normal job-related responsibilities.

General Travel Guidelines

1. All persons traveling on school business are expected to use conservative economies.
2. Prairie Crossing Charter School does not issue travel advances. PCCS will directly pay for registration fees when sufficient advance notice is provided.
3. Original receipts are required for reimbursement of business-related expenses.

Ground Transportation

1. Employees must have insurance coverage in the amount not less than that required by Section 10-101(b) of the Illinois Vehicle Code [625 ILCS 5/10-101(b) while using their own personal vehicles or rental cars while on Prairie Crossing Charter School business.
2. Mileage is reimbursable from PCCS, unless actual mileage is less from one's starting location.
3. Prairie Crossing Charter School will reimburse mileage at the standard mileage rate established from time to time by the Internal Revenue Service.
4. Mileage will only be reimbursed when the travel distance to the meeting, seminar, or conference is greater than the employee travels to Prairie Crossing Charter School.
5. Rental cars will be reimbursed when such transportation is the most economical mode of transportation. The collision damage waiver and personal accident insurance on rented vehicles are not reimbursable.

Lodging

1. Prairie Crossing Charter School encourages double occupancy when practical.
2. Payment or reimbursement for lodging will be limited to the number of days necessary to attend the approved meeting or conference. Additional days may be approved in order to take advantage of savings on airfare.
3. The employee should seek accommodations that take into consideration room rate, distance to the conference or meeting site, and availability of economical ground transportation.
4. If a spouse or travel companion accompanies the employee, PCCS will only pay the lodging expense associated with the employee's stay.
5. If the employee requests a room upgrade, an early check-in, or a late check-out that results in an additional expense, then the additional expense will be the responsibility of the employee.

Meal and Incidental Expenses

1. PCCS will reimburse an employee who is traveling on school business for meals that have not been paid for through a registration fee and for other incidental business expenses (luggage handler and food service tips, etc.). Per diem/meal allowance shall be based on the current daily rates established by the Illinois Governor's Travel Control Board. Actual reimbursement maximum shall be determined by the Executive Director.
2. Expenditures for alcohol are not reimbursable.
3. Travel that is funded through State or Federal programs shall follow travel guidelines established by the granting agency, with every effort made to adhere to PCCS procedures. In no case, however, will the reimbursement rate exceed that established by PCCS.

Air Transportation

1. Airline travel is to be at coach, economy class, or the lowest logical fare.
2. The number of days of travel may be extended in order to take advantage of lowest airfare if extra lodging and meal expenses do not eliminate this savings.
3. The employee is permitted to retain the frequent flyer miles provided by the airline.
4. If a ticketless option is used, a copy of the itinerary or a copy of the airline confirmation letter will suffice.
5. Upgrade or non-emergency changes in flights are the responsibility of the employee.
6. For non-medical/emergency cancellation of a flight, the out-of-pocket cost is the responsibility of the employee.

Adoption Dates:

Adopted: June 2005