



Monument Academy

Board of Directors Governance and Policy

Policy Name:	Travel
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Approval:	

Travel

Each school employee and official who is authorized to travel for school business assumes a direct responsibility to limit travel claims to those actually incurred while traveling and representing the school. Likewise, each school official and employee has a responsibility to limit travel to purposes that are essential. Arrangements utilizing the most economical means of accomplishing the authorized travel must be considered. This planning shall include consideration of the use of a personal car or common carrier, sharing rides with other employees attending the same event, and similar measures if appropriate.

Lodging-

The school will pay for the actual cost of employee lodging for travel that occurs more than 50 miles from the school. Every effort will be made to secure lodging that is no more than 110% of the GSA per diem lodging rates for the destination. Lodging at a conference location is permissible and exempt from this rule.

Meals-

The school will use the standard allowance method for meals, rather than the actual cost method. Under the standard meal allowance method, a traveler shall claim the authorized per diem meal rate for each meal the traveler would normally have eaten while traveling away from home. If a meal is included in a conference fee or is provided with the cost of lodging, a traveler shall not request reimbursement. Receipts for meals are not required. The meal per diem amount includes tips associated with the meal. Meal per-diems are not allowed for meals provided by a conference or sponsored event.

(lodging and meal per diem rates at www.gsa.gov/travel/plan-book/per-diem-rates)

Mileage for Personal Vehicles-

Reimbursement is allowed for actual business mileage traveled. Mileage will be reimbursed using the IRS standard mileage rate at:

www.irs.gov/tax-professionals/standard-mileage-rates. Commuting expenses incurred while traveling between a traveler's residence and their regular work location are non-reimbursable personal expenses. The Executive Director may authorize reasonable mileage allowances in instances where its more efficient for the employee and the school.

Other Reimbursable Travel Expenses-

In addition to meals and lodging, the actual expenses identified below, incurred as part of approved travel, are allowable if necessary to complete school business.

Allowable Travel Expenses-

A traveler requesting reimbursement shall submit original receipts for all reimbursable expenses:

- 1- Commercial transportation such as airfare, taxi and shuttle expenses (including tips),
- 2- parking fees,
- 3- telephone, fax, internet, and other similar miscellaneous business expenses paid to conduct school business, and
- 4- toll road charges,
- 5- hotel/lodging

Non-Allowable Travel Expenses-

A traveler shall not be reimbursed for the following expenses:

- 1- alcoholic beverages/marijuana,
- 2- political expenses
- 3- entertainment expenses
- 4- Traffic fines or tickets
- 5- valet parking
- 6- Also non-allowable are personal expenses incurred during travel which are primarily for the benefit of the traveler and not directly related to school business (examples include items such as soap, toothpaste, snacks, magazines, etc.).

Adopted: 12/14/2023

LEGAL REF.:

C.R.S. 24-18-104 (3)(d), (e)

Cross REF.:

DK, Payroll Procedures