

CLARK COUNTY SCHOOL DISTRICT REGULATION

R-3511

TRAVEL BY DISTRICT EMPLOYEES

- I. The Superintendent of Schools authorizes that employees who must travel in order to perform the responsibilities of their positions with the Clark County School District be placed on travel status and be reimbursed travel expenses in accordance with Nevada statute.
- II. To ensure maximum benefit, within the limits of budgetary allocations, from travel by District employees and in compliance with Nevada statute, guidelines have been established as follows:
 - A. Expense Claims
 1. Travel Advance/Expense Claim (CCF-174) forms are used to claim reimbursement of any expenses incurred in the performance of authorized school business, including professional growth, travel and/or subsistence, requests for expense advances, and mileage allowances.
 2. Expense claims are to be submitted as soon as possible. Claims will be processed within a period of 30 working days from when they are received in the Accounting Department. School principals and department heads are responsible for the segregation of claims and the classification of expenses. Only claims that total \$10.00 or more will be processed.
 - B. Professional Growth

Expenditures for professional growth may be authorized to permit employees to obtain training directly beneficial to the District in performance of the employee's assigned duties.
 - C. Out-of-District Travel

When employees travel to workshops, conferences, and activities which are held at locations within the boundaries of the Clark County School District but which are not sponsored by the District, such travel is considered out-of-District travel. Out-of-District Travel Requests (CCF-145) must be approved prior to attending and for use in processing paperwork for registration fees and mileage allowances related to the event. Per diem subsistence will not be paid for such travel.

Out-of-District travel expenses shall not exceed the cost of commercial air transportation where readily available.

1. Authorization

- a. Out-of-District Travel Requests (CCF-145) must be approved prior to authorization for expenditures for out-of-District travel by employees. A CCF-145 must be attached to the claim for reimbursement.
- b. Student Activity Authorization must be approved prior to out-of-District travel by students and accompanying adults.
- c. Any travel outside the continental United States must be approved in advance by the Superintendent of Schools.

2. Subsistence

- a. Per diem subsistence rates shall be in compliance with Nevada statutes. Meal rates, including tip allowance, are equal to the rate established by the U. S. General Services Administration for employees of the federal government and vary by state, city, or region. Certain District policies may differ and supersede the established federal guidelines or policies. Current per diem rates by region are available at www.gsa.gov.
- b. Legitimate expenses for lodging, transportation, communications, and transportation for handling of business-related materials which occur during District-authorized travel should be placed on a District purchasing card whenever possible. All expenses paid out-of-pocket will be paid upon submission of itemized receipts. If a receipt is not obtainable, the employee must submit a detailed written memo attached to the claim, indicating that a receipt is not available and that the amount claimed is accurate.

- c. No cost shall be claimed which is not incurred, and an employee may not request reimbursement for expenses incurred by another. If meals are provided as part of an employee's participation in a conference or other activity, costs for such meals shall not be claimed. If adequate meals are provided as part of air travel, no cost shall be claimed for such meals.

D. In-District Travel

- 1. No per diem subsistence shall be paid for travel within the District except under the following two conditions:
 - a. The employee is directed by the District to travel more than 50 miles one way from the regular assigned work location, and
 - b. The District-directed travel status requires the employee to work more than a full-time workday on the day(s) on which travel takes place.

If both of the above conditions are met, meal costs may be reimbursed in the same amounts as designed for out-of-District travel.

E. Meal Reimbursement Without an Overnight Stay

The District will not supply per diem if travel, whether in-District or out-of-District, does not involve an overnight stay.

F. Travel and Subsistence Paid by Outside Sources

- 1. Governmental agencies or professional associations may pay travel and subsistence expenses of District employees when they attend specified meetings or activities to represent or otherwise act in the interest of the District. Commercial air transportation may be charged to the District and employees may request an expense advance. All such expenditures must be repaid to the District immediately upon receipt of repayment from the outside sources. Preferably, such repayments should be payable to the District.

2. No employee under any circumstances is to receive payments both from the District and from an outside source.
3. No employee shall receive travel or per diem subsistence from any individual, company, or organization who has done, or is attempting to do, business with the District unless the sole purpose of the trip involves out-of-District training related to the service or operation of District equipment which, for the convenience of the supplier and the District, is conducted at an educational center maintained by the supplier at a location other than a District facility. If such travel is in the District's interest but is not for training in the use of goods or services already procured, the expense, upon proper authorization, shall be paid by the District.

G. Requests for Expense Advances

Employees may request advance funds of no less than \$100.00 for authorized out-of-District travel at least 30 days prior to the event to cover anticipated travel and/or subsistence expenses. Unused advanced funds and itemized receipts must be remitted to the District together with the employee's Travel Advance/Expense Claim (CCF-174) form promptly upon termination of the travel. Exceptions to the \$100.00 minimum may be approved by the appropriate division head upon written request from the employee.

H. Mileage Allowance

1. The mileage allowance rate shall not exceed the maximum provided by Nevada statute. This rate may be revised when it is deemed to be economical, expedient, feasible, and in the best interest of the District.
2. When practical, District-owned vehicles will be provided to minimize mileage allowance expenses. School business mileage is mileage travel "in-District" which accrues on a single day. "Assigned school" is the school the employee is assigned to for a particular workday. School business mileage shall be calculated as follows:

- a. Total mileage from employees' assigned school or office to their various destinations and return to assigned school or office.
- b. When employees do not first report to their assigned school or office, deduct: (1) mileage from home to first business destination; or (2) mileage from home to assigned school or office; whichever is less.
- c. When employees proceed from last destination to home, deduct: (1) mileage from last destination to home, or (2) mileage from assigned school or office to home; whichever is less.
- d. Total mileage for assignment outside regular hours of employment. Only employees assigned to school activities by the school principal will be eligible for mileage allowances.

Legal Reference:	NRS Chapter 281 General Provisions NRS Chapter 391 Personnel
Review Responsibility:	Finance and Operations Division
Adopted:	3545.23:2/66
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