



TRAVEL & CONFERENCE SOP

Don't Trip While Traveling

District Policy Statement:

Employees (faculty and staff) traveling on District Business are expected to choose the least costly method of transportation and lodging that meets the traveler's scheduling and business needs. Employees are responsible to ensure that travel expenses are valid District business-related, in accordance with District policies and procedures and are a prudent use of public and District funds. All travel expenses incurred by employees must be substantiated and documented in accordance with District policy and applicable federal and state laws.

District requires all employees to obtain permission in writing to travel before expenses are incurred.

When personal and business travel are combined, expenses must be kept separately and may not exceed the lowest available cost of a direct or uninterrupted route. If the traveler uses an indirect route or interrupts travel for personal convenience, any additional expenses incurred are the sole responsibility of the traveler. Expenses incurred by a spouse or personal guest are not reimbursable expenses and should not be included in the employee's reimbursement expenses.

Reason for Policy:

The District policy BP 3550 and AR 3550 has been established to provide standards that govern safe and economical District travel while maintaining the necessary controls, accountability, and compliance with applicable federal and state laws and administrative efficiency.

MUSD Travel Procedures:

Only allowable business-related travel expenses will be reimbursed up to limits defined in MUSD Board Policy 3550. Staff seeking reimbursement for travel expenses must have completed and received approval on a Travel Request and Reimbursement Claim Form (prior to travel) and must process the Reimbursement Request for Actual Expenses (bottom section) when the trip is complete. Always include a copy of the conference flier with your reimbursements. **School Sites and Departments are not allowed to establish policies that differ from District wide policy.**

All overnight and out-of-state travel must be approved by a Senior Executive Cabinet (SEC) Leader.

Registration:

- A Travel Request and Reimbursement Claim Form must be completed and approved by the appropriate supervisor.
- Conference registration forms, brochures including the conference description, and any other pertinent information must be included with the Travel Request and Reimbursement Claim Form.
- Once the conference is approved, a purchase requisition must be entered into our financial system ESCAPE.

Hotel:

- If possible enter the purchase requisition into ESCAPE six weeks in advance to receive a check to present at the hotel. If payment by check is not an option then a Cal-Card or personal credit card must be used to cover hotel expenses.

Note on your ESCAPE requisition pertinent information such as: date payment is needed, registration confirmation number, and check-in and check-out date.

○ Include the approved Travel Request and Reimbursement Claim Form with the Cal-Card statement.

Transportation:

- When several employees are traveling to the same conference, the district expects employees to carpool. Employees who choose to drive separately in their own personal vehicle will not be reimbursed for mileage or gas (except in special circumstances and with pre-approval).
- Contact the Transportation Department to arrange a district vehicle (van) or a car rental.
 - Request a gas card when driving district vehicles.
- Airline tickets are allowed when the cost of driving exceeds the cost of flying.
- Mileage reimbursement(s) must have back-up to verify mileage (i.e. Google Map) and must be attached utilizing the shortest mileage route. **Employees must be cleared by the MUSD Transportation Department in order for mileage reimbursement to be claimed.*
- If a district vehicle has been reserved for a conference then mileage reimbursement for private vehicles will be denied (except in special circumstances and with pre-approval).
- Transportation from/to the airport and parking are refundable when justified. Receipts are required for reimbursement.

Meals:

- Madera Unified will only reimburse for the actual cost of a meal during district business and up to the per-diem allowable amount as per District Policy AR3350.
- Itemized receipts for meals must be attached to your reimbursement request, if the amount exceeds per-diem rate, the employee will only be reimbursed up to the per-diem rate.
- The district reimbursement form shall be accompanied by original, itemized receipts and any explanation necessary to document the expense. Please do not combine purchases when traveling with other employees or with family members. Each employee should have their own meal receipt.
- Do not claim meals that are provided at the conference.
- **Do not include any alcoholic beverages** in your reimbursement receipts.

NO RECEIPT, NO REIMBURSEMENT, NO EXCEPTIONS

Allow three to four weeks for reimbursements to be processed and checks to be mailed

Meal Reimbursement Rates

| Primary Destination | County | Daily Rate (gsa.gov) | Maximum Allowance per Meal per Board Policy AR3350 | | |
|-----------------------------------|--|-------------------------|---|---------|---------|
| | | | 0.260 | 0.300 | 0.440 |
| | | | Breakfast | Lunch | Dinner |
| Standard Rate | Applies for all locations without specified rates | \$59 | \$15.00 | \$18.00 | \$27.00 |
| Antioch / Brentwood / Concord | Contra Costa | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Bakersfield / Ridgecrest | Kern | \$64 | \$17.00 | \$19.00 | \$28.00 |
| Barstow / Ontario / Victorville | San Bernardino | \$64 | \$17.00 | \$19.00 | \$28.00 |
| Death Valley | Inyo | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Eureka / Arcata / McKinleyville | Humboldt | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Fresno | Fresno | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Los Angeles | Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Mammoth Lakes | Mono | \$79 | \$20.00 | \$24.00 | \$35.00 |
| Mill Valley / San Rafael / Novato | Marin | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Monterey | Monterey | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Napa | Napa | \$79 | \$20.00 | \$24.00 | \$35.00 |
| Oakhurst | Madera | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Oakland | Alameda | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Palm Springs | Riverside | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Point Arena / Gualala | Mendocino | \$79 | \$20.00 | \$24.00 | \$35.00 |
| Sacramento | Sacramento | \$69 | \$18.00 | \$21.00 | \$30.00 |
| San Diego | San Diego | \$74 | \$19.00 | \$22.00 | \$33.00 |
| San Francisco | San Francisco | \$79 | \$20.00 | \$24.00 | \$35.00 |
| San Luis Obispo | San Luis Obispo | \$74 | \$19.00 | \$22.00 | \$33.00 |
| San Mateo / Foster City / Belmont | San Mateo | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Santa Barbara | Santa Barbara | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Santa Cruz | Santa Cruz | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Santa Monica | City limits of Santa Monica | \$79 | \$20.00 | \$24.00 | \$35.00 |
| Santa Rosa | Sonoma | \$74 | \$19.00 | \$22.00 | \$33.00 |
| South Lake Tahoe | El Dorado | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Stockton | San Joaquin | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Sunnyvale / Palo Alto / San Jose | Santa Clara | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Tahoe City | Placer | \$74 | \$19.00 | \$22.00 | \$33.00 |
| Truckee | Nevada | \$79 | \$20.00 | \$24.00 | \$35.00 |
| Visalia | Tulare | \$69 | \$18.00 | \$21.00 | \$30.00 |
| West Sacramento / Davis | Yolo | \$69 | \$18.00 | \$21.00 | \$30.00 |
| Yosemite National Park | Mariposa | \$79 | \$20.00 | \$24.00 | \$35.00 |

Effective **JULY - DEC 2023** mileage rate: **\$ 0.655**

Effective **January 2024** mileage rate: **\$ 0.670**



Expenditures SOP

FOOD

Employee Meals

The District does not pay for an employee's lunch while attending local staff development or other training sessions within the city of Madera unless the lunch is included in the cost of the training. If the training is dismissed for a lunch period, employees are responsible for their meals.

Meeting/Staff Development

1. Meetings may include coffee, water, and a single snack
2. All-day meetings are to include a lunch break long enough to allow participants to leave for a meal on their own. If time constraints make for a working lunch, the cost should not exceed per diem allowable amount as per District Policy AR3350

Other

Community meetings may include a simple meal or pizza. A sign-in sheet and an agenda must accompany the itemized receipts for all approved food purchases.

FLOWERS

1. Flowers purchased for decorations and as part of an awards ceremony or as decorations at a public event are authorized
2. A gift of flowers to show sympathy due to illness or death, or to express joy or congratulations is *personal* and not allowed

GIFT CERTIFICATES

Gift Certificates to individuals are not allowed unless purchased with donations specifically authorized by the donor. A copy of the donor's letter must accompany the gift card receipts authorizing the purchase.

To avoid making a gift of public funds, gift certificates may be donated by merchants or individuals for raffles and door prizes.

CHARITABLE CONTRIBUTIONS

School Districts may not donate public funds for charitable purposes. For instance, a district may not donate funds to an individual student, or use school equipment for a charity fund-raising drive. This rule does not prohibit a school from providing students with essentials needed at school (e.g. books, pencils, pens, paper), this is expressly authorized by statute and serves the educational mission of the schools.

Foster and Homeless student needs may be addressed through Student Services and do not fall under this section of the policy.

ASB FUNDS HELD WITH THE DISTRICT (Not Parent/Booster Clubs)

Student body funds must be expended on "activities on behalf of the students approved by the school authorities." Student body funds are public funds, subject to the constitutional prohibition against the gift of public funds. This rule does not prohibit giving a scholarship or award to an identified class of students under statutory guidelines, as these are specifically authorized by statute for a public purpose.

AWARDS

1. Awards to students for excellence are authorized. Approved items include trophies, certificates, and other appropriate items such as pencils or tokens. Awards to community members are not allowed unless you are recognizing volunteers that have been working at a school site.
2. A district can recognize superior work accomplishments of an employee, within specified guidelines. Life transitions, weddings, and the like, occur for everyone, therefore, **cannot be considered** superior accomplishments.
3. Awards are often signified by letters of commendation, board resolutions, trophies, certificates, plaques, medals, badges, pins, and the like.
4. Awards may be given to recognize years of service and retirement. A District-wide annual ceremony is held to recognize those employees and is allowable with Unrestricted General Funds. The cost of food, decorations, and awards are approved.
5. Awards to Students may be purchased through Title One and may not exceed 5% of each site allotted Title One budget. Plaques, medals, badges, pins, certificates, and backpacks may be purchased. For more information on what you can purchase and for authorization of purchases using Title One contact the State & Federal Programs Office.

CLOTHING-STAFF & STUDENT

Certain positions in Child Nutrition, Warehouse, Print Shop, Safety, Transportation, and Maintenance are provided uniforms and laundry service. Clothing, other than a District uniform, is not allowed to be purchased with District Funds. Employees receive a We Believe polo to wear on Mondays and promote the district's identity. MUSD logo or school logo shirts can be purchased for staff with donated funds specifically for that purpose.

For PBIS incentive and motivational rewards, students may earn a shirt that has been purchased with site General Funds. The shirt must be different from a traditional "school name" shirt and must stand out for positive behavior and character.

| Expenditure Type: Items/Description | NOT ALLOWED | ALLOWED | | | |
|--|-------------|----------------------------|---|------------------|------------------------|
| | | Unrestricted General Funds | Title 1 with pre-approval from Categorical Office | Donation Account | Parent & Booster Clubs |
| Appliances for school use (microwaves, refrigerators, Coffee Maker) | | x | | | |
| Amusement park tickets | | | | x | x |
| Art Supplies or consumable materials | | x | | x | |
| Athletic equipment | | x | | x | |
| Banquets, Awards Programs | | | | x | x |
| Building maintenance, repairs, and supplies | | x | | | |
| Candies (doesn't meet the nutrition requirements) | x | | | | |
| Carnival/Fairs: decorations expenses, prizes | | | | x | x |
| Childcare for parents while attending School Sponsored Events related to Title 1 | | | x | | |
| Computers use in the classroom | | x | | | |
| Conference costs & Travel | | x | x | | |
| Hotel Reservations (reserve with a cal-card, then issue a purchase req if checks are accepted) | | x | x | | |
| Airplane tickets (if the cost of driving exceeds the cost of flying) | | x | x | | |
| Meals (per diem rate) | | x | x | | |
| Gas | x | | | | |
| Mileage | | x | x | | |
| Alcoholic Beverages | x | | | | |
| Tips | x | | | | |
| Curriculum licenses | | x | x | | |
| Decorations | | | | x | |
| Employee incentives or awards (certificates, plaques, etc.) | | x | | | x |
| Equipment (i.e. chromebooks, printers) | | x | x | | |
| Field trips for educational purposes | | x | x | | |
| Field trips for recreational purposes | | | | x | x |
| Food for Professional Development (include agenda/sign in sheet with receipt) | | x | | | |
| Furniture (for school/classroom use) | | x | | | |

| Expenditure Type: Items/Description | NOT ALLOWED | ALLOWED | | | |
|--|-------------|----------------------------|---|------------------|------------------------|
| | | Unrestricted General Funds | Title 1 with pre approval from Categorical Office | Donation Account | Parent & Booster Clubs |
| Gifts, gift certificates, congratulatory cards, etc. | X | | | | |
| Student Holiday Celebrations | | | | X | X |
| Christmas Greeting cards | | | | X | X |
| Gift cards (pre-authorized by donor) | | | | X | X |
| Instructional materials (workbooks, textbooks, teacher guides, etc.) | | X | X | | |
| Instructional supplies (pencils, notebooks, markers, etc) | | X | | | |
| Mailings (information on testing dates, Title I activities) | | X | X | | |
| Meetings/staff development snacks | | X | | | |
| Meal for working lunch (include agenda/sign in sheet with receipt) | | X | | | |
| Office equipment | | X | | | |
| Printers | | X | | | |
| Copiers | | X | | | |
| Non-promotional pamphlets or brochures (for informing parents of assessments, school achievement, important dates, etc.) | | X | X | | |
| Parent award events, banquets, etc. | | | | | X |
| Parent workshops (monitoring student performance, skills training, child advocacy, etc.) | | X | X | | |
| Meeting supplies | | X | X | | |
| Snacks for parental meetings | | X | X | | |
| Professional and consultant services | | X | X | | |
| Professional development for Title I instructional staff (course fees/costs) | | X | X | | |
| Positive Behavior Interventions and Support (PBIS) supplies (5% of Title I Base Allocation) | | X | X | X | |
| Pencils/stickers/erasers | | X | | X | |
| Lanyards | | X | X | X | |
| Water Bottles | | X | X | X | |
| Backpacks | | X | X | | |
| Student t-shirts to promote PBIS | | X | | X | |

| Expenditure Type: Items/Description | NOT ALLOWED | ALLOWED | | | |
|--|-------------|----------------------------|---|------------------|------------------------|
| | | Unrestricted General Funds | Title 1 with pre approval from Categorical Office | Donation Account | Parent & Booster Clubs |
| School Team uniforms | | X | | X | |
| Snacks for students (follow nutritional requirements) | | X | | X | |
| Software licenses for Title I schools (curriculum, assessment-related, etc.) | | | X | | |
| Student incentives (customized pencils, lanyards, water bottles) (5% of Title I Base Allocation) | | X | X | X | X |
| Supplies for instructional use | | X | X | | |
| Supplies for administrative use | | X | | | |
| Instructional websites | | X | X | | |
| Televisions, home theater systems, and any related accessories for school use | | X | | | |
| Tutoring (including before and after school) | | X | X | | |

Donation Funds Guidance

All donation and fundraised funds become public funds and the property of the District, and should be used for the purpose for which they were donated or raised and in accordance with state and District policies.

Title I Funds Guidance

Federal law directs that Title I funds are to be used for the purpose of raising the student achievement of low income students to proficient and above. In addition, Title I Schoolwide Program can utilize funds to enhance the educational efficacy of the entire school. Professional learning to enhance teacher effectiveness and parent engagement to build parent capacity are considered critical to this primary intent.

Cal-Cards are intended to be used for emergencies or when a purchase order is not feasible. A purchase requisition is always the first option.

If you are unsure if a proposed expenditure meets guidelines, please contact the Business Office or the Categorical Office.



TRAVEL REQUEST FORM

Procedures

APPROVAL PROCESS

| Participant | Travel Location | Who approves travel? | Senior Executive Cabinet (SEC) Approval? | Board Approval? | Who signs the travel form? | Additional notation |
|---|---|-----------------------------|--|-----------------|-----------------------------|---|
| <i>Classified Staff, Certificated Staff, Vice Principals, Principals, and Classified Management (non Cabinet members)</i> | <i>Virtual, Madera County, or Fresno County</i> | <i>Immediate Supervisor</i> | <i>No</i> | <i>No</i> | <i>Immediate Supervisor</i> | <i>N/A</i> |
| | <i>Out of town and Out of town overnight</i> | <i>Immediate Supervisor</i> | <i>No</i> | <i>No</i> | <i>Immediate Supervisor</i> | <i>N/A</i> |
| | <i>Out of state</i> | <i>Immediate Supervisor</i> | <i>Yes</i> | <i>Yes</i> | <i>Immediate Supervisor</i> | <i>Notation on SEC Conference Request sheet for approval</i> |
| <i>Certificated Management (Cabinet Members)</i> | <i>Virtual, Madera County, or Fresno County</i> | <i>Immediate Supervisor</i> | <i>No</i> | <i>No</i> | <i>Immediate Supervisor</i> | <i>N/A</i> |
| | <i>Out of town and Out of town overnight</i> | <i>Immediate Supervisor</i> | <i>No</i> | <i>No</i> | <i>Immediate Supervisor</i> | <i>Notation on SEC Conference Request sheet as a courtesy</i> |
| | <i>Out of state</i> | <i>Immediate Supervisor</i> | <i>Yes</i> | <i>Yes</i> | <i>Immediate Supervisor</i> | <i>Notation on SEC Conference Request sheet for approval</i> |
| <i>Senior Executive Cabinet</i> | <i>Virtual, Madera County or Fresno County</i> | <i>Immediate Supervisor</i> | <i>No</i> | <i>No</i> | <i>Immediate Supervisor</i> | <i>N/A</i> |
| | <i>Out of town and Out of town overnight</i> | <i>Immediate Supervisor</i> | <i>No</i> | <i>No</i> | <i>Immediate Supervisor</i> | <i>Notation on SEC Conference Request sheet as a courtesy</i> |
| | <i>Out of state</i> | <i>Immediate Supervisor</i> | <i>Yes</i> | <i>Yes</i> | <i>Immediate Supervisor</i> | <i>Notation on SEC Conference Request sheet for approval</i> |

| SUPPORTING DOCUMENTS FOR TRAVEL REQUEST APPROVAL | | ✓ |
|---|---|----------|
| 1. | MAP/Directions to support mileage reimbursement and/or flight quote | |
| 2. | Hotel quote or reservation | |
| 3. | Conference registration quote or confirmation to include price and agenda | |
| 4. | Parking fee information (if available) | |
| 5. | Other transportation quotes | |
| 6. | Meal receipts for reimbursements (must be itemized, with no alcohol or tip) | |



Using Title Funds for Travel & Conference

Documents Needed:

- [Travel Request & Reimbursement Claim Form](#)
- [Purchase Requisition](#) or [Cal-Card Purchase Request Form](#)
- Map with Mileage to and from the destination (Google Maps, etc.)
- Conference details with registration fees, parking fees
- Rental car and flight information (if applicable)
- Hotel Reservation Information/fees

What Needs To Be Completed Before Sending to State & Federal Programs Department and Making Travel Arrangements:

- The top part of the Travel Request form needs to be completed & signed by Department/Site Administrator
- The site Principal needs to have AAS approval/signature before submitting Travel Request paperwork to the State and Federal Programs Department for approval
- Complete the Purchase Requisition or Cal-Card Purchase Request Form (if applicable) with supporting documents
- All forms need to have a **WET signature, NO electronic or stamp signatures**

When Travel Requests and Forms Are Approved:

- State & Federal Department will return the approved paperwork to your Department/Site
- Travel arrangements can be made
- Department/Site can submit payment request in Escape with approved Purchase Requisition
- Department/Site can use Cal-Card for travel arrangements with approved Cal-Card Purchase Request Form
- Department/Site with NO Cal-Card will need to contact their Department Supervisor or AAS office

After Attending or NOT Attending Conference :

- All Travel Request & Reimbursement Claim forms with supporting paperwork need to be returned to the State & Federal Department no later than 10 work days after staff returns from the conference
- The bottom portion of the Travel Request form needs to be completed, signed, and dated
- Must have a **WET signature, NO electronic or stamp signatures**

[Travel Request Form Procedures](#) - [Travel & Conference SOP](#) - [Meal Reimbursement Rates](#)



MADERA UNIFIED SCHOOL DISTRICT
TRAVEL REQUEST AND REIMBURSEMENT CLAIM

OUT OF STATE
TRAVEL REQUIRES
BOARD APPROVAL

ALL conference attendance must be approved in advance by your Department/Site Administrator

NAME: Position: Site/Department:
Conference/Activity: Date(s): (from) (to)

YOU MUST ATTACH A COPY OF YOUR COMPLETED REGISTRATION FORM TO THIS REQUEST

Location: (city) (state) (county)

ESTIMATED COSTS

Mileage - shall be reimbursed at the IRS standard rate. Mileage claims should not include normal mileage to and from work during working days.

Meal Allowance less than 24 hours shall be reimbursed at the city's per-diem rate and subject to the following time constraints:

- Breakfast may be claimed if travel time began at or prior to 6am and terminated at or after 9am
- Lunch may be claimed if travel time began at or prior to 11am and terminated at or after 2pm
- Dinner may be claimed if travel time began at or prior to 4pm and terminated at or after 7pm

Cost of substitute: daily rate x #days

Personal miles x current rate

Hotel daily rate (include hotel tax) \$ x # days

Conference registration fee Is this registration being paid by Purchase Order or Cal Card? YES NO

Parking fees

Other transportation (rental car, airfare, etc.)

Reimbursable meals

TOTAL ESTIMATED COST:

FUNDING SOURCE/ACCOUNT CODE: Goal: Action: Page:

Grid of boxes for funding source/account code

PROGRAM: APPROVAL: DIR. OF STATE & FEDERAL PROG: Date:

APPROVAL

Department/Site Administrator: Date: CFO: Date:

Superintendent/Associate or Assistant Superintendent/Executive Director: Date:

REIMBURSEMENT REQUEST FOR ACTUAL EXPENSES

COMPLETE & SUBMIT THIS SECTION WITHIN 10 WORKING DAYS AFTER YOUR RETURN FROM CONFERENCE

RECEIPTS ARE REQUIRED FOR HOTEL, CONFERENCE FEES, CAR RENTAL, OTHER TRANSPORTATION & PARKING FEES

Table with columns: DATE, HOTEL, PARKING, *BREAKFAST, *LUNCH, *DINNER, DAILY TOTAL. Includes rows for Conference Registration Fees, Transportation Costs, Other (parking, taxi, etc.), and TOTAL REIMBURSEMENT REQUESTED.

*Itemized receipts are required for Reimbursement.

REIMBURSEMENT REQUESTED BY:

Print Name: DATE:

SIGNATURE: Last 4 digits of your Social Security #: XXX - XX -

APPROVED BY:

Department/Site Administrator: (signature) Date approved: