

In-Service Travel

Missoula County Public Schools' personnel who are authorized to attend in-services or who travel in the performance of official duties may receive reimbursement for expenses limited to expenses incurred in conjunction with official school business. Further, individuals who are not school personnel but are performing a service authorized by the District may be eligible to receive reimbursement.

To receive authorization for in-service, travel and reimbursement, personnel are to submit an In-service/Travel Expense Request form to the appropriate supervisor for approval and signature. The supervisor responsible for authorization of any budget expenditure is to designate such through budget coding and signature on the form. Completed forms are to be submitted to the Business Office for processing. Forms are available from school secretaries or the Print Shop.

Advanced reimbursement for anticipated expenses is allowable. The minimum advance reimbursement is for \$100.00 of the allowable expenses. Advanced reimbursements will be processed by the Business Office provided that In-service/Travel Expense Request form is received in the Business Office at least two (2) weeks prior to the date of the event. The Business Office will pay registration fees directly when a completed registration form is attached to the request form.

To finalize reimbursement, upon return to the District, the employee must complete the Reconciliation section of the In-service/Travel Expense Request form, attach and submit all required receipts to the Business Office. Employees who do not follow the procedures for reconciliation will not be eligible for reimbursement advances for future travel.

Airline and lodging arrangements are to be made by the traveling employee. When an event is to be attended by more than five (5) employees, a travel coordinator shall be appointed by the individual responsible for the budget to collect forms, make travel arrangements, and set up payment of registration to eliminate any duplication. The employee is to utilize the most economical and expedient travel method, the employee will be reimbursed only for travel costs based on that which is most economical and expedient. If such a decision requires more time away from work, that additional time will be charged either to the employee's own time or against the employee's accumulated vacation leave balance.

Reimbursable Expenses

Itemize all estimated expenses. If unanticipated expenses are claimed after the event, budgeted funds may not cover these expenses. Allow three weeks for advance payment. **RECONCILIATION MUST BE COMPLETED AFTER TRIP.**
Missoula County Public Schools' reimbursement rates are as follows:

1. Per Diem is a flat rate with no receipts required. The following schedule defines per diem.

	<u>Travel Time</u>	<u>In-State</u>	<u>Out-of-State</u>
a.	Three hours or less	None	None
b.	Greater than 3 hours – at least 3 hours within any one or more of the ranges below:		
	Breakfast (12:01-10:00 a.m.)	\$ 5.00	\$11.00
	Lunch (10:31-3:00 p.m.)	\$ 6.00	\$12.00
	Dinner (3:01-12:00 a.m.)	\$12.00	\$23.00

2. Mileage – A private vehicle may be used at the reimbursement rate allowed by the State of Montana for the current year. All actual miles traveled will be paid at this rate. However, if more than one employee is traveling to the same destination, employees are expected to car pool. Mileage reimbursement will be paid to one or more designated drivers, depending upon the number of employees traveling. Mileage reimbursement will not be paid to each person driving to the same destination, without prior approval.

3. Automobile Insurance Coverage – An employee’s automobile insurance is considered primary when an employee uses a private vehicle for school-related travel. MCPS recommends employees carry a minimum insurance coverage of \$300,000 combined single limit. Any employee using a vehicle for school-related travel must provide a copy of the employee’s certificate of insurance showing limits of coverage to the Business Office.

4. Use of School Vehicle (Seeley-Swan HS Only)
 - a. Use of the vehicle must be scheduled through the principal’s secretary.
 - b. It is the driver’s responsibility to check oil and coolant levels before and during each trip.
 - c. It is the driver’s responsibility to fuel the car, if necessary, before beginning his/her trip.
 - d. In the unlikely event of an accident, the insurance card will be found in the registration folder on the steering column or in the glove box. The principal and Business Office are to be notified of any accident as soon as possible.
 - e. If there is any indication of mechanical or other problems with the vehicle, the principal and Business Office are to be notified as soon as possible.

5. Taxi/Bus/Rental
 - a. Actual cost of taxi/bus fare is allowed. Original receipt is required for reimbursement, attached to Reconciliation. Taxi and bus drivers do issue receipts upon request.
 - b. Car Rental – Actual cost of car rental is allowed. Original receipt is required for reimbursement, attached to Reconciliation. Always purchase the “collision deductible waiver” or “loss of damage waiver”. Gas and oil expenses for car rental may be paid by use of a MCPS gas credit card. Credit cards are available for check out from the Business Specialist, prior to use.

6. Lodging – Actual cost of lodging is allowed. Original receipt is required for reimbursement, attached to Reconciliation.
 - a. Employees are expected to request state employee or convention rates when reserving a room.
 - b. Book directly with the hotel, or motel, not on-line.
 - c. Include name of individual handling lodging receipt in estimated expenses space.

7. Registration Fee – Actual cost of registration is allowed. Receipts are required.
 - a. To request direct pay by the District, registration forms must be completed and attached to the Request Form.
 - b. Fill in DATE DUE on Request Form (allow three weeks processing time).
 - c. For reconciliation, provide receipt or copy of certificate of completion.

8. Air Fare – Actual cost of fare is allowed. Receipts are required for reimbursement, attached to Reconciliation.
 - a. Employees arranging airfare may contact the Business Office for the contact information for an appropriate travel agent.
 - b. Arrangement should be made to have the agent bill us or you can pay with a personal check or credit card, and be reimbursed upon submitting a copy of your itinerary/invoice to the Business Office with your reconciliation.

9. Other
Original receipt is required for reimbursement, attached to Reconciliation.

10. Extraordinary or Emergency Expenses – Extraordinary or emergency expenses related to travel may be reimbursed at actual cost. A written explanation and receipts are required.

Authorization

1. Obtain the SIGNATURE of your principal/building supervisor (administrators: from the Superintendent) and the COMPLETE BUDGET CODE. The signature of the individual responsible for the budget is necessary, if different than your supervisor.

2. Send forms to the Business Office for processing. Requests to be paid from the Curriculum budget need to be sent directly to the Curriculum Office.