



SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6190

EMPLOYEE TRAVEL

This policy shall govern employee travel and reimbursement of expenses incurred by employees or school board members while participating in authorized educational conferences or school business travel. All official District travel shall be properly authorized, reported, and reimbursed, if applicable, in accordance with Board policy, the laws of the State of Oklahoma, State of Oklahoma Travel Policy, and other applicable Federal or IRS rules and regulations.

The Board of Education authorizes the Superintendent and/or Chief Financial Officer to establish procedures for travel and per diem expenses in accordance with federal and state law and this policy. All District travel must be approved in advance, with authorization based on the availability of funds, staffing requirements for the work area, the relationship of the activity to the employee's role in the District, and the employee's role within the organization sponsoring the activity.

An individual traveling on District business is responsible to exercise the same care in incurring expenses that a prudent individual would exercise if traveling on personal business. Excess costs for food and tips, materials and supplies, circuitous routes, luxury accommodations or auto rentals, ground transportation for personal reasons and/or outside conference hours and vicinity, and services not necessary or justified in the performance of District business are to be avoided as standard practice.

Travel authorized from an appropriated fund is arranged and coordinated through the District travel desk. This will include conference/meeting registration, airfare, and lodging. Requests for rental cars must be accompanied by written justification of need, and, if approved, are the responsibility of the traveler to book. Individuals wishing to travel on District business shall submit a completed and approved Travel Requisition to the travel desk 30 days in advance of the requested travel.

Employees traveling for district business are prohibited from benefiting personally from district paid travel. Travel vouchers which may be received from district paid travel expenses are the property of the district and must be surrendered to the District upon return from travel. Employees may not use district paid air travel or hotel accommodations to obtain reward points for frequent traveler benefit programs.

Travel Cancellation

Employee travel arrangements are not subject to cancellation unless one of the following circumstances apply:

- a. An unforeseen employee emergency occurs which prevents the travel; supervisor approval required
- b. Arrangements can be made for another employee to replace the employee originally booked without additional expense to the District
- c. A District business necessity

Except as noted above, cancellation fees, change fees, and no-show fees incurred by the District for voluntary trip cancellation or changes after booking are the responsibility of the employee and will be reimbursed to the District by the employee.



SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6190

EMPLOYEE TRAVEL

Travel Expense Reimbursement

Reimbursements to the employee or Board member for authorized travel may include, mileage and travel only expenses such as ground transportation, parking, toll charges, luggage fees (one checked bag round trip), etc.

Meal allowance may be authorized only for travel that requires an overnight stay. Employees on authorized overnight travel may be approved to receive a daily per diem allowance equal to the per diem meal rate (minus incidental expenses) established by the Internal Revenue Service for the geographic location to which the travel has occurred. Reimbursements will not be made for any expenses of a personal nature, including, but not limited to personal phone calls, over-the-counter medications, reading materials, alcoholic beverages, movies, in-room refreshments, room service, valet service, etc.

Cash advances are not permitted from an appropriated fund.

The mileage basis for transportation reimbursement for use of privately-owned vehicles shall be in accordance with the prevailing rate established by the Internal Revenue Service. Reimbursement may be made for travel expenses incurred both within and without the District when a personal automobile is used for District business, provided that no reimbursement will be allowed for travel between regular work site and the residence of an employee or Board member. Mileage reimbursement includes daily local travel between school sites by assigned district-wide or multi-site employees; employees on school business (bank, warehouse, etc.); and travel to conferences or other business approved by the employee's supervisor. In the event an employee chooses to drive a personal vehicle rather than travel by airplane on District business, the amount reimbursed for mileage shall be the lesser of the cost of a coach airline ticket or mileage at the established IRS rate. Mileage shall be reimbursed only for the most direct route, and it must be calculated to and from the employee's work site.

The Office of the Superintendent (or designee) reserves the right to specify the number of personal cars that may be approved for a particular trip whenever a group of employees attends the same conference. If a school vehicle is provided for the trip, an employee may be reimbursed only the actual transportation expenses incurred, i.e., parking, tolls, etc.

Detailed itemized receipts for all travel expenses, excluding meals, will be required at the completion of travel before reimbursement will be issued. Reimbursement will not be made if a receipt is lost.

Source: *Broken Arrow Board of Education policy revised, February 2, 1981.*
Broken Arrow Board of Education policy revised, October 7, 1991.



SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6190

EMPLOYEE TRAVEL

Broken Arrow Board of Education policy removed from Policy Book and placed in Procedure Book, April 8, 1996.

Broken Arrow Board of Education policy rewritten and removed from Procedure Book and replaced in Policy Book, June 5, 2000.

Broken Arrow Board of Education policy revised, August 6, 2001.

Broken Arrow Board of Education policy revised, June 21, 2004.

Broken Arrow Board of Education policy revised, July 13, 2009.

Broken Arrow Board of Education policy revised, July 10, 2017.

Broken Arrow Board of Education policy revised, November 9, 2020.

Broken Arrow Board of Education policy revised, July 17, 2023.