Oklahoma Union Public School

Oklahoma Union Travel Policy

A. Statement of Policy

The school district should not rely on its employees to advance funds as individuals for the benefit of the school district. To the extent possible and authorized by law, the superintendent of schools may make arrangements for the issuance of a purchase order to approved vendors with the provisions of this policy.

Advance travel payments:
Advancements for travel will be issued in the name of the sponsor. Itemized receipts and unused monies will be required the first working day immediately following the trip. Receipts and returned funds must equal the original advancement. Any discrepancies will be the responsibility of the sponsor.

B. Definitions

Terms used in this policy are defined as follows:

1. “Travel” means transportation arrangements made or incurred by car, airplane, train, bus, or other means, or hotel accommodations and meals for the purposes of advancing the interests of the school district. Travel may be within or outside the school district. Travel does not mean transportation to and from the employee’s residence.

2. “Employee” means any person employed by the school district or a member of the board acting in his/her capacity as a board member on behalf of the school district for employment.

3. “Expenses” means any actual indebtedness incurred by an individual employee on behalf of the school district, for the benefit of the school district or for the purpose of advancing the interests of the school district with the intention of having the expense paid by the school district. Expenses may include, but not limited to these items:
   a. Air, bus, taxi or train fares and car rentals.
   b. Meals, unless payment is made on a per diem basis established by the board. ($30.00 per day or $10.00 per meal)
   c. Hotel or motel accommodations
   d. Other travel related expenses when applicable,such as mileage at the current Oklahoma reimbursement rate, when a school vehicle is not available.
   e. Registration fees and meeting expenses

4. “Receipt” means an invoice document issued by a vendor, which has been paid as an expense by an employee. A receipt must contain the following information:

a. Date indebtedness incurred
b. Date indebtedness paid
c. Amount paid
d. Amount of indebtedness
e. Who incurred the charge
f. Method of payment
g. The purpose of the indebtedness including an itemized description of the goods or services purchased
h. The name, address, and telephone number on the vendor

A credit card slip alone is not a receipt unless the above information is shown on the credit card slip.

5. "Credit Card Slip" is a customer's copy of the credit card charge form. To qualify as a receipt, a credit card slip must contain the above information required of a receipt or the credit card slip must be attached to a supporting invoice issued by the vendor, which contains all the information required of a receipt.

6. "Credit Card" means any method of satisfying a debt owed to a vendor coupled with a promise to pay the invoice amount to a third party.

7. The third party is the "Credit Card Company" which means the party that issued the credit card and sends monthly statements about credit card usage to the school district. Statements must be sent to the school district on a monthly basis and must contain an itemized explanation of the credit card's usage including the following information:

   a. Date of use
   b. Vendor
   c. Amount charged
   d. Description of goods or services charged

8. "Vendor" means the individual or entity that provided the goods or service to the school district for which the charge was made and a receipt for payment has been issued.

9. "Meals" means actual food expenses incurred while traveling outside the school district or within the school district if allowed by other board policies. No alcoholic beverage expenditures may be charged to school credit cards.

Expenses will be reimbursed and district transportation will be provided or travel reimbursement will be paid for the minimum number of vehicles needed to transport those attending the function.

Travel Expense Request, Review, and Approval Procedures

Oklahoma Union Public Schools requires prior approval and proper documentation for all employee travel related to district business. The following procedures ensure compliance with district policy, state law, and federal grant requirements when applicable.

1. <u>Pre-Approval of Travel</u>

- The employee's supervisor must review and approve the request.
- Travel funded by federal grants requires prior authorization from the Federal Programs Director to confirm allowability.

2. <u>Documentation During Travel</u>

Employees must:

- Retain **itemized receipts** for all reimbursable expenses, except mileage and per-diem when applicable.
- Document mileage using a mileage log or map printout when required.
- Ensure expenses comply with district policy and applicable state and federal travel regulations.
- Only claim actual and necessary business-related costs.

3. <u>Submission of Travel Reimbursement</u>

Within 10 business days of completing travel, the employee must submit:

- Completed and signed **Travel Claim Form**
- Itemized receipts
- Mileage documentation (when applicable)
- Conference or training agenda (if applicable)

Incomplete submissions may delay reimbursement.

4. <u>Review and Approval</u>

- The supervisor reviews the travel claim for accuracy and verifies the purpose of travel.
- The finance office verifies:
    - Correct mileage rate
    - Allowable expenses
    - Receipts attached
    - Budget availability and correct funding source
- Claims charged to federal awards must be reviewed for allowability under 2 CFR part 200.
- The Superintendent or designee provides final approval.

5. <u>Reimbursement</u>

- Approved travel claims will be processed through the district's claims process.
- Reimbursement will be issued at the next scheduled board-approved claim cycle.
- Mileage will be reimbursed at the **current district-approved rate** not to exceed the State of Oklahoma reimbursement rate.