

LIONSGATE ACADEMY

406 TRAVEL EXPENSE AND REIMBURSEMENT

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I. PURPOSE

The purpose of this policy is to establish the rules for arranging and paying for travel expenses incurred by employees for district purposes. Lionsgate Academy acknowledges that travel is sometimes required for business purposes.

II. GENERAL STATEMENT OF POLICY

- A. Lionsgate Academy shall pay only actual and necessary travel expenses incurred which are for district purposes.
- B. All requests for travel, with or without requests for reimbursement, must be approved by the employee's supervisor prior to the travel or incurring of expense on a standard form provided by the executive director or executive director's designee.

III. TRAVEL PURPOSES

In order for travel expenses to be borne by district revenue, the travel must be for one of the following district purposes:

- A. Business: That is required for the operation of Lionsgate Academy.
- B. Professional: Learning that improves the ability of the employee to perform her or his current responsibilities with Lionsgate Academy, or teaching others about Lionsgate Academy or its programs.
 - 1. Lionsgate Academy expects that any person traveling for professional development purposes will attend all sessions offered throughout the training.
- C. Employees who are traveling on approved Lionsgate business must attempt to secure a Lionsgate vehicle for such travel. In cases where a Lionsgate vehicle is not available, employees may use their personal vehicles with written permission from the building principal or site administrator.
- D. Out of State travel using federal special education funds must be approved in advance by the Minnesota Department of Education by completing and submitting the MDE Out of State Travel Request Form.
- E. Administrators, coordinators, and supervisors are not eligible for mileage reimbursement between campuses. Employees who regularly travel to different sites should attempt to schedule their time to avoid intra-district travel during the work day. Intradistrict travel that is unavoidable may be eligible for reimbursement.
Employees should request travel reimbursement on a monthly basis.
- F. Employees who travel outside the district on approved Lionsgate business may be reimbursed at the current GSA (Government Standard Allowance) rate following the Lionsgate Academy reimbursement procedures. Any reimbursement for travel outside the district will be reduced by the distance normally traveled by the employee to and from work.

- G. Normally, approval will be granted for travel by the least expensive mode of transportation; although consideration should be given to other factors such as time spent away from the job, extra meals and lodging.
- H. All credits or benefits issued by any airline, hotel or rental car company for travel approved under this policy shall accrue to the benefit of the district.
 - 1. Lionsgate Academy shall approve the selection of all airfare, hotel accommodations and rental cars.

IV. REIMBURSEMENT

- A. In order to be reimbursed, employees must follow the 406.1 Travel & Reimbursement Procedure..
- B. Reimbursement will be for
 - 1. Lodging at actual cost.
 - 2. For meals at actual cost. Subject to per diem limitations established by the director of finance.
 - 3. For legitimate miscellaneous expenses at meeting site at actual cost (registration fee, cab fare, etc.).
- C. Lionsgate Academy District employees, officials, and directors must submit any and all allowable/approved expense reimbursement paperwork with receipts to their supervisor for approval within 30 days of completion of the trip or engagement.
 - 1. If actual costs exceed the per diem limitations, the executive director will review and make specific recommendations for reimbursement.

LEGAL REFERENCES AND RESOURCES:

Minn. Stat. §15.435 (Airline Travel Credit)

Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Stat. § 471.38 (Claims)

Minn. Stat. § 471.391 (Declaration Form)

Minn. Stat. § 471.392 (Penalty)

2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Travel Costs (Section §200.474)

CROSS REFERENCES:

LGA 409 Procurement Policy

LGA 406.1 Travel & Reimbursement Procedure