

## STAFF TRAVEL

In order for the authorized personnel of Laramie County School District 2 to carry out their assignments in fulfilling the district's mission, the policy of the Board of Education is to support and to provide reimbursement for essential travel expenses. Every effort should be made to arrange schedules in such a way so as to minimize the amount of travel.

Compensation shall be made for authorized travel by automobile at a per-mile rate adjusted, to correspond to the rate approved by the U.S General Services Administration (GSA) as referenced on the gsa.gov website.

### Travel Within the District

Employees who are assigned to only one attendance center are responsible for providing their own transportation to and from school. (For tax purposes, travel to and from home is considered commuting.) This trip is equivalent to going to work and returning home after work each day and is not reimbursable.

Employees who are required to travel round trip in a day to more than one attendance center will be provided a school vehicle, if one is available. If a school vehicle is not available, employees who use their personal vehicle for required travel within the district will be reimbursed for their mileage to and from their "home" school to another attendance center. The superintendent and building principal (or current supervisor) will assign the home school for employees in their building. If an employee who is assigned to more than one attendance center elects to return directly to his/her place of residence at the end of the work day, no reimbursement for that trip may be claimed.

Special Education personnel, Technology Specialists, and Administrators traveling as a part of their assignment will be handled out of the district office on an individual basis. Home visits by employees to student's residence will be paid actual mileage if the employee returns back to the school where they started or from school to student's residence if elected not to return to the school.

Employees who use their personal vehicle to serve attendance centers in multiple locations but not on a regular basis will be reimbursed for mileage from the attendance center where they start their day until they reach the attendance center where they end their day.

Mileage may not be claimed for district in-services. If transportation is desired, the staff member should contact his/her principal or supervisor.

Mileage will be calculated per the established rate on page one of this guideline based on the following:

- Albin – Burns 29 miles
- Albin – Carpenter 39 miles
- Albin – Pine Bluffs 19 miles
- Burns – Carpenter 11 miles
- Burns – Pine Bluffs 18 miles
- Carpenter – Pine Bluffs 24 miles

Any employee transporting students needs to have on file at the district office a copy of their driver's license. Any employee will not be allowed to drive students or a district owned vehicle if one of the following occurred:

-A combination of 3 or more moving violations/convictions and/or vehicle accidents, regardless of fault, within a 36 month period.

-Any of the following in the past 3 years:

-driving while intoxicated or under the influence of alcohol or drugs (DUI/DWI)

-refusing substance test

-hit and run

-failure to report an accident/leaving the scene of an accident

-attempting to elude an officer of the law

-felony, assault, manslaughter or homicide arising out of the operation of a motor vehicle

-driving with a suspended or revoked license

-reckless driving

-speed contests, drag or highway racing

-possession of an opened alcoholic beverage container

-major speeding conviction (20 mph or more over the posted speed limit where specified on the MVR)

-current driver's license suspended, revoked or surrendered

### Travel Outside the District

Employees who are required to travel outside the district will be provided a school vehicle, if one is available. The district requires employees to use a district vehicle when available. An employee who chooses to use their personal vehicle will be reimbursed at the reduced rate approved by the GSA. Travel outside the district must have prior approval and a professional leave form submitted.

It is the traveler's responsibility to make all arrangements (registration, travel, lodging, business meetings etc.) needed to attend the workshop/conference. Reimbursement for meals will be allowed based on the GSA authorized amount for meals. Itemized receipts must be submitted for reimbursement. Reimbursement exceeding the above costs due to special circumstances requires the approval of the Superintendent or Business Services Director. Gratuity may be added up to 18% of the total bill. Alcoholic beverages will not be reimbursed by the district under any circumstances.

If flying out of Cheyenne, the traveler must provide documentation for the cost differential over flying out of Denver. Up to \$50 extra will be paid by the district. Any cost over \$50 must be paid by the employee.

All receipts need to be turned in to the building secretary with the proper coding, attached to the travel voucher, upon returning from the workshop or conference within one week. Proper receipts are required for the employee or vendors to be reimbursed for expenses.

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