



CUYAHOGA HEIGHTS SCHOOLS

Treasurer's Department Travel/Mileage Reimbursement Guidelines

- *All reimbursable travel must serve a proper public purpose and should have prior authorization and a Purchase Order.*
- *You should never request to be reimbursed for mileage you did not travel or expenses you did not incur. You should only request to be reimbursed for mileage you actually traveled - for work - above and beyond your normal commute and allowable expenses you actually incurred.*

MILEAGE:

1. Mileage will be reimbursed at the current IRS rate.
2. Following IRS Reg 1.262-1(b) (5): **mileage reimbursement cannot include your normal commute to/from work.** The IRS considers that your personal commute. That is why you must use the school address as the starting point for any work related trips taken on one of your normally scheduled work days - provided you actually came to work that day.
3. If you DID NOT come into work on a regularly scheduled work day, and your work related trip is CLOSER to your home than your normal work commute, **do not submit for mileage reimbursement.**
4. If you DID NOT come into work on a regularly scheduled work day, and your work related trip is FARTHER from your home than your normal work commute, submit only for the **extra miles** traveled beyond your normal daily commute to work. Turn in Mapquest/Google Maps from school to your home to show your daily commute mileage. Also turn in Mapquest/Google Maps from your home to the work related destination, and submit for the overage.
5. If you are traveling to a work related destination **ON YOUR WAY TO WORK OR ON YOUR WAY HOME FROM WORK**—only submit for miles that exceed your normal commute. Turn in Mapquest/Google Maps from school to your home to show your daily commute mileage. Also turn in Mapquest/Google Maps for your actual trip, and submit for the overage.
6. If you are traveling on a required work related trip **on a weekend or a non-normal work day**, that you ARE NOT counting as one of your contracted work days, submit for your mileage from your home or closer point of departure, if applicable (e.g.: if you actually left from a relative's home (a personal trip), which was closer to your work related destination, use the relative's address as your point of departure so that you are not compensated for more "business related" miles than you actually traveled). If a personal trip that day makes your starting or ending point farther than your home address – you must use your home address so that you are not reimbursed for personal travel.
7. If you took a required work related trip **on a weekend or non-normal work day** that you ARE counting as one of your contracted work days, only submit for miles that exceed your normal commute.
8. If you car-pooled with someone to a work related trip/destination, do not submit for mileage reimbursement unless you were the driver, using your personal vehicle.
9. When choosing the Mapquest/Google Maps route to submit for mileage calculations – choose the route with the **shortest mileage amount** - (see the Treasurer/Assistant Treasurer if requesting an exception).
10. Do not submit for reimbursement for the trip back to school, if you did not return to school.
11. **For Monthly Mileage** reimbursement, which is for work related trips not involving Professional Conferences, you should have a Purchase Order dated before your travel dates. **At the end of each month**, fill out a mileage form and submit it for reimbursement. Do not submit for several months at once or for partial months.

PROFESSIONAL CONFERENCE APPLICATIONS:

12. **For Professional Conferences:** you must first fill out an Application for Professional Conference Form. **It is the employee's responsibility** to determine all possible expenses for the conference and an accurate estimate for each expense on the Application form. These are the figures that your supervisors will use in deciding whether or not to approve your application, and they will also be used on your Purchase Order.
13. **When budgeting for a plane fare**, be sure to include charges for baggage and coach class seat assignments. Attach more than 1 airfare quote to your requisition for comparison. Tickets purchased with frequent flyer miles cannot be reimbursed by the District.

14. Include transportation costs (**taxi/uber/parking**) at your destination. Don't guess - call to get an accurate estimate. Do not include reimbursement for travel to/from the Cleveland area airports unless the travel qualifies under the mileage reimbursement guidelines listed above.
15. **When budgeting for a car rental at your destination** – plan to reserve a compact or economy type car unless the rate is equal or cheaper for another type of car. Attach more than 1 car rental quote to your requisition for comparison.
16. **If you choose to drive** to a Professional Conference even though it would have cost less to fly, you can only be reimbursed for mileage up to the amount that the flight would have cost, as determined by the Treasurer's Department using an airfare applicable to your travel dates.
17. **For meal reimbursement** for Professional Conferences and work related trips that require an overnight stay - budget **\$40/full day**, or if less than a full day - budget \$10 for breakfast, \$10 for lunch and \$20 for dinner. If the conference fee includes meals, and you eat elsewhere, you should not submit for those meal reimbursements.
18. **For Hotel reservations** in the Columbus area – use the following hotels and their discount code whenever possible, unless you can find a cheaper rate (or unless the conference/work event is held at another hotel). Contact OSC at 800-264-1326 to obtain the OSC rate code available to all administrators, staff, coaches, drivers, etc.
 - a. **Hyatt Regency (Columbus) OSC Discount Rate \$122/night**
 - b. **Hyatt Place (Worthington) OSC Discount Rate \$118/night**
 - c. **Courtyard Marriott (Worthington) OSC Discount Rate \$109-\$119/night**
19. **For Hotel reservations in other cities**, ask if educators qualify for their government rate. Attach more than one comparable hotel quote to your requisition.

PROFESSIONAL CONFERENCE RESERVATIONS/PAYMENTS:

20. Once the Professional Conference Application form is approved, and you receive a Purchase Order, **see the Assistant Treasurer:**
 - a. to turn in your completed registration form with your PO number (or receipt) - to initiate payment (or reimbursement) of the registration fee.
 - b. and to discuss the hotel and travel arrangements you plan to book
21. Once you book your hotel, **send your confirmation information** to the Assistant Treasurer, with your PO number, so the charges can be moved to the school credit card and tax exempt forms can be applied. Remember to get a copy of the hotel bill from the front desk before you depart the hotel.
22. When you return from your trip, fill out a Professional Conference Expense Form, attach all your **original, itemized receipts** and submit them to the Treasurer's Department for reimbursement. Include your PO number.
23. Restaurant tips will be reimbursed at a maximum of **15% of the pre-tax total**. Do not submit for more of a tip than you actually paid.

ADDITIONAL NOTES:

24. These guidelines do not intend to address every issue, exception, or contingency that may arise in the course of travel.
25. Employees should incur the same care in incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds.
26. Employees will be held responsible for unauthorized costs and additional expenses incurred for personal preference, convenience, or poor planning, including, but not limited to, unnecessary or preventable costs.
27. Unauthorized expenses include, but are not limited to: alcohol, movies, fines for parking/traffic violations, family/guest expenses, insurance/deductibles, repairs, tow or other expenses as a result of an accident/break down if using your personal vehicle, or meal expenditures that either exceed \$40/day or the PO approved allowance, whichever is less.
28. Employees are encouraged to carpool to the same function.
29. Employees may use their personal vehicle for business related trips only if they are insured under a liability policy that complies with ORC 4509.51 and maintain a valid driver's license.
30. If driving a district vehicle, employees must notify the Superintendent if they have been cited for DUI, reckless operation or speeding violations.
31. District vehicles should not be used for personal use/trips.