

This brochure is a quick reference guide for basic travel and expense questions and follows the policies outlined in The District's Administrative Procedure 7155 - Absence on District Business.

For specific travel-related questions, contact your dedicated AP Specialist, Cordae Auld at 619.725.7759 or via email at cauld@sandi.net.



Travel and Expense Process

1. **Obtain pre-approval** by completing District form *Request for Absence on District Business* before making any financial commitments: https://staff.sandiegounified.org/UserFiles/Servers/Server_27969304/File/Departments/Payroll/Forms/Request for Absence on District Business 1.pdf
2. **Create and submit a Travel Authorization** via PeopleSoft employee self-service. ***Once the Travel Authorization is fully approved,*** reservations and registrations may be arranged. The following types of travel expenses may be prepaid through Accounts Payable, via PCard (contact the PCard Administrator to confirm if authorized), or personal funds:
 - Conference Registration fees
 - Lodging (room and tax only)
 - Transportation (airfare, bus, train)
3. **Create and submit an Expense Report** within 10 days of completion of travel. An expense report is required whether or not any additional expenses were incurred.
4. **Submit expense receipts** to travel@sandi.net. When sending documents to this email address include only the Expense Report number (e.g. ER987654) in the subject line.



Employee Travel and Expense Summary

**Accounts Payable Department
4100 Normal Street
Room 3141**

Need help navigating the PeopleSoft Expense Module? Job aids are available through Integrated Tech Support Services at: <https://itd.sandiegounified.org/cms/One.aspx?portalId=27969551&pageId=29978569>

January 4, 2021

Authorized Expenses

Authorized Expenses for Travel *outside* San Diego County:

- Conferences
- Lodging
- Transportation
- Meals

Authorized Expenses for Travel *within* San Diego County

- Conferences
- Mileage

Lodging

Reimbursement is limited to three nights for in-state and four nights for out-of-state travel. For conferences, the room rate must not exceed the rates quoted in the conference brochure. For all other business travel, the cost of lodging must reflect what a prudent person would pay and be subject to the review and approval of the branch head. If the Accounts Payable department is processing the prepayment, forward completed hotel reservation form at least three weeks in advance of the travel date to travel@sandi.net. When sending documents to this email address it is important to include *only* the Travel Authorization number in the subject line (e.g. TA123456).

Conference Registration

If the Accounts Payable department is processing the prepayment, forward the completed registration form at least three weeks in advance of the travel date to travel@sandi.net. When sending documents to this email address it is important to include *only* the Travel Authorization number in the subject line (e.g. TA123456).

Meal Reimbursements

Reimbursement is provided on a per diem allowance basis not to exceed \$55 daily. Note: Meals may *not* be claimed for travel in San Diego County.

As a general rule, meal allowance on the day of departure (starting day of travel) are reimbursed as follows:

Time of Departure	Meals Allowed
Before 6 AM	Breakfast, Lunch, and Dinner
Between 6 AM - Noon	Lunch and Dinner
Noon - 6 PM	Dinner
After 6PM	No meals allowed

Meal allowances on the day in which the employee returns home or to work are reimbursed as follows:

Time of Return	Meals Allowed
Before 6 AM	No meals allowed
Between 6 AM - Noon	Breakfast
Noon - 6 PM	Lunch
After 6PM	Breakfast, Lunch, and Dinner

Meal Per Diem rates (includes all tips associated with meals):

Meal Allowance Rate	
Breakfast	\$ 13.00
Lunch	\$ 14.00
Dinner	\$ 28.00

Transportation

Reimbursement shall be for actual airfare; other public transportation costs; or personal car mileage.

Air travel must be by commercial airline only and the most economical rates must be used. Airline tickets may be purchased directly from the airline company or a travel agency. **NOTE:** Early Check-In fees are **not** reimbursable.

Personal vehicle expenses may be authorized for traveling employees who wish to drive their own vehicle for personal reasons *provided* that the mileage expense is not greater than that of public transportation or airfare. Employees may claim reimbursement for mileage at the rate established for in-district use of personal cars, *not to exceed* the amount of tourist-class airline fare between points involved plus any taxi or shuttle fares to and from the conference site.

Rental Vehicles/Shuttles/Uber/Lyft

The district does not rent vehicles or reserve shuttles for employees traveling on district business. Renting a vehicle or reserving a shuttle is the responsibility of the employee. Employees must make all necessary arrangements and payments. When submitting for reimbursement after the trip, an original, itemized receipt is required. Written justification is required and must be documented on the Expense Report. **NOTE:** Taxi/Uber/Lyft fees for travel to visit restaurants outside of the conference location are **not** reimbursable.

Mileage

The current rate of reimbursement for use of a personal car for district business is **56** cents per mile for actual miles driven, not including daily commute. Mileage from home to work site or work site to home is not reimbursable.