

Huntingdon Special School District

TRAVEL REGULATIONS

Board Approved: June 15, 2006

Board Amended: July 16, 2009

Board Amended: January 26, 2012

LODGING

All requests for lodging should be requested from either the Central Office or each school in the Huntingdon Special School District based on who will pay for the lodging.

If the lodging cost is to be paid by the Central Office the lodging **must be** reserved by Central Office staff using a Central Office credit card that does not accrue credits, not an individual credit card or school credit card.¹ Also, the appropriate project director will authorize all travel prior to the occurrence of the travel. The rooms will be reserved with a Central Office credit card and a check issued for the full amount of lodging payable to the hotel. Any exceptions must have prior approval by Director of Schools.

If the lodging cost is to be paid by a school in the Huntingdon Special School District the lodging must be reserved by the principal's office using a school credit card that does not accrue credits², not an individual credit card. The rooms will be reserved with a school credit card and a check issued for the full amount of lodging payable to the hotel.

Lodging cost will not be reimbursed unless the activity continues for two consecutive days or where the individual lives more than 50 miles from the meeting place.

Lodging cost will be reimbursed only for employees of Huntingdon Special School District at a rate not to exceed \$199 per night.

Items as such entertainment, movies, and telephone charges (unless business related) are not reimbursable. If reimbursement is for business related telephone charges the employee must provide a statement furnishing the date, name, and location called.

Receipts must accompany all claims for lodging expenses. An employee of the Huntingdon Special School District must sign these receipts.

Forms for lodging reimbursement must be submitted no later than 30 days after completion of travel.

MEALS

Reimbursements for meals will not be made unless overnight travel is involved.

Meal cost will be reimbursed only for employees of Huntingdon Special School District.

Receipts must accompany all expense claims for meal reimbursement. The bill must be signed by an employee of the Huntingdon Special School District and attached to the travel claim form. The total cost of meal reimbursement per day is not to exceed \$61.

Gratuities will be reimbursed up to 15%.

Forms for meal reimbursement must be submitted no later than 30 days after the event.

PARKING

Receipts for parking expenses must be attached to travel claim form for reimbursement.

REGISTRATION FEES

Receipts for registration fees must be attached to travel claim form. Prior approval from Central Office staff or the Principal is required for reimbursement.

¹ 2 CFR § 200.406(a) – Huntingdon Special School District Central Office and Huntingdon Special School District Schools use credit cards that do not accrue credit so that the burden of extra fiscal paperwork does not have to be accomplished in accordance with § 200.406 as it states that credits “*must be credited to the Federal award either as a cost reduction or cash refund, as appropriate*”.

² Ibid.