

## **Expense Authorization/Reimbursement** (Mileage and Travel)

This policy shall apply to all BOCES employees and Board members. Employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the BOCES upon submission of a properly filled out and approved expense form, and such supporting receipts as required by the BOCES business office.

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses and program area, Board policy and applicable law.

All employee expenses for which reimbursement is made shall have approval of the executive director or designee.

### **Travel costs**

This policy ensures that:

- BOCES employees and Board members are reimbursed for the cost of approved BOCES-related travel;
- reimbursed travel costs are properly documented;
- reimbursed travel costs are consistent with cost-effectiveness and efficiency principles;
- reimbursed travel costs are within this policy's parameters and applicable state and federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals and related items incurred by BOCES employees or Board members who are on BOCES-related travel. BOCES-related travel is defined as attendance at conferences, seminars, meetings or other events related to BOCES business and that promote or benefit the BOCES.

When BOCES-related travel by an employee's or Board member's personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or the executive director. Such mileage rate shall not exceed the current mileage rate established by the Internal Revenue Service. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

## **Travel costs not covered by the BOCES**

The following expenses shall not be reimbursed:

- alcohol
- expenses for spouse, significant other or guest
- gas for personal use of private vehicles
- mini-bar in hotel
- room service
- movie rental (which includes in-room movies)
- other forms of entertainment
- fines for parking or traffic violations

## **Travel costs**

Reasonable efforts must be made to limit travel to the minimum amount required. Therefore, employees will travel together to a common destination, when possible. If an employee is working in more than one school location during a business day, they can claim mileage from the first school location to the second school location in all circumstances.

If an employee is working in only one school location during a business day, they may be able to claim mileage according to the following rules. Employees will be encouraged, but not required, to live in their base school district. The base school district is defined as that district in which the employee spends more of their scheduled working time than any other district. If an employee's schedule is evenly split between two districts, the base district will be the one that is closest to the employee's residence. If an employee works in two or more school districts, they will receive mileage from their base school district to the other district school location/s served.

Notwithstanding the foregoing, the executive director has the authority to offer mileage for difficult to fill positions, including mileage to outlying school locations within a district. The executive director may also designate a more central location of residence as a base district for a hard to fill position, such that the employee can claim mileage to all districts served. Since staff school assignments may change from time to time, it is beneficial to the BOCES if staff is centrally located. The executive director will endeavor to maintain consistency in offering mileage to employees.

The BOCES mileage reimbursement rate may be adjusted at any time.

Adopted: January 10, 2008

Revised: July 2009  
June 29, 2010  
January 14, 2016  
May 11, 2017

LEGAL REFS.: 2 C.F.R. 200.474(b) (*travel reimbursement requirements under the federal Uniform Grant Guidance*)  
C.R.S. 24-18-104 (3)(d), (e) (*code of ethics – rules of conduct – permissible payments and reimbursement*)