

CHAVEZ HUIERTA

K-12 PREPARATORY ACADEMY

Book	CHPA Administrative Procedure Manual
Section	Chapter 4 Business and Fiscal Affairs
Title	AP 4210 Travel
Number	AP 4210
Status	In Development
Legal	Board of Directors IRS Travel Guidelines US General Accommodation Services Per Diem Rates 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)
Adopted	May 14, 2022
Last Reviewed	May 2, 2022

Employee/Student Travel and Meeting Expenses

The employee/student authorized to travel is responsible for complying with State statutes, laws, regulations, policies and procedures and IRS guidelines and is responsible for accurately completing all required forms for reimbursement of authorized official business travel expenses and adhering to all CHPA policies, regulations and procedures related to travel by employees.

Employees are expected to exercise prudent judgment in incurring travel expenses. It is the Board's policy to reimburse employees out-of-pocket and direct expenses incurred while traveling on official School business. Expenses will be reimbursed in accordance with CHPA Board Policy Manual and CHPA Administrative Procedures and that are evidenced by itemized receipts (must include date of transaction and vendor name).

I. AUTHORIZATION TO TRAVEL

Travel Request form must be approved in advance by the appropriate supervisor, President/Chief Executive Officer or Board of Directors or designee in order to receive authorization to travel.

- In-State Travel must be authorized by staff supervisors for school business purposes.
- Out-of-State Travel must be authorized by the CHPA President/CEO for school business purposes.
- International Travel must be authorized by the CHPA Board of Directors for school business purposes.

- Chavez/Huerta K-12 Preparatory Academy recognizes the need for international travel and related expenses in connection with CHPA business, training, instruction or presentations. International travel covers all destinations outside the Continental United States.
- The purpose of International travel must clearly support and is directly linked to the requestor's role at CHPA and should result in a net benefit to students or programs authorized by the School.
- Completion of the CHPA Authorization for Travel form must be submitted no later than 60 days prior to making travel arrangements, this allows for appropriate approval of the President/CEO and Board of Directors. If CHPA funds are being utilized for the International travel, employee must also submit the CHPA Travel Request form.

ENCUMBERING FUNDS

- A. To ensure funds are available at the completion of travel, funds will be encumbered, in advance, based on the estimated total cost of the travel calculated on the Travel Request form.
- B. Funds will be encumbered against the budgeted funding source indicated on the Travel Request form.
- C. The Travel Request form should indicate the method of transportation (airfare, mileage for use of personal vehicle, care rental, etc.) with estimated amounts indicated in the "Estimated Expenses" column.
- D. All travel must be approved and encumbered in prior to making any travel arrangements.
- E. Travel with no cost to CHPA is still required to be pre-approved.
- F. Any special accommodations will be reviewed upon written request.

II. ALLOWABLE TRAVEL EXPENSES

A. Registration

The conference agenda or schedule must be submitted with the Travel Request Form. The conference agenda is needed to support the business purpose and provides documentation for any meals provided by the conference. A Purchase Order must also be completed to process payment for the registration.

B. Meals

Employees may be reimbursed for actual out-of-pocket expenses at the School's current rates.

1. Reimbursement for the cost of meals consumed as part of approved travel will be based on actual costs, maximum daily equal to the US General Administration Services per diem rates (www.gsa.gov), inclusive of all taxes and gratuity (gratuity must not exceed 15%). All meal purchases must be evidenced by an itemized receipt (must include date of transaction and vendor name).

2. When a meal is offered at an additional cost (not included in registration fee) that exceeds the maximum meal limit of per diem rate, and is considered part of the conference/workshop, those amounts will supersede the meal limit rates and be allowed.
3. When the request for reimbursement of meals exceeds the maximum limits, a written justification is required with approval by the CFO or designee for employee.
4. The purchase of alcohol is not a reimbursable travel expense.

C. Lodging

Actual and reasonable costs of lodging will be paid for by CHPA, as supported by the detailed hotel bill, for each day that lodging away from home is required for CHPA business purposes. Travelers should choose good quality but reasonably priced hotels or motels whenever possible. However, when attending a conference, travelers may stay at the conference hotel even if it is not the most economical. Choosing deluxe accommodations (i.e. suites) are not allowed. Charges for personal items such as movies, babysitting, recreational fees and in-room mini-bar charges, including alcohol and snacks, are not reimbursable and should be paid for separately with the traveler's personal funds.

Documentation/Receipts—detailed receipts showing a \$0.00 balance due are required for tax-free reimbursement. Receipts should include: detailed breakdown of services with costs of each service, payment method (e.g., Visa*****1234), and proof of payment.

CHPA may process payment in advance for lodging when requested by Purchase order.

D. Transportation

All travel by public conveyance shall be at the lowest available fare.

1. Mileage

-Mileage incurred in conjunction with other travel expenses should be claimed on a Travel Request form.

-Reimbursement for mileage with no other associated expenses shall be claimed on a Mileage Reimbursement form.

-Mileage reimbursement shall be allowed from an employee's official work site or official residence, whichever is the actual departure and return site.

-Reimbursement for private auto mileage will be at the current reimbursement rate identified by the Internal Revenue Service. Employees electing to drive to a conference may be compensated the lower of mileage reimbursement or an amount equivalent to the lowest available airfare, car rental or other applicable costs.

-When more than one employee is attending a meeting, conference, or conducting business travel, employees shall be encouraged to carpool. Only the owner/driver of the vehicle will be reimbursed mileage.

-Employees traveling between multiple assigned work locations will not be reimbursed mileage.

2. Air Travel

-Air transportation shall be by the least expensive class.

-Travel by non-commercial airplane is not permitted.

-Incidental expenses such as long-term parking, shuttle, (limousines are ineligible) taxi fares, public transportation (including tips not exceeding 15%), will be reimbursed at actual cost as evidenced by itemized receipts.

III. UNALLOWABLE TRAVEL EXPENSES

(This list is intended to be illustrative and not all inclusive)

Purchase of alcohol

Tips for baggage handling, concierge, maid service

Personal telephone calls

In-room Internet connectivity charge is not allowable for personal use.

Additional days lodging costs when there is no business need

Personal sundry items (toiletries, clothing)

Spouse or family member's travel costs

Pay-for-view movies in hotel/motel room

Traffic citations, parking tickets and other fines

IV. TRAVEL EXPENSE ADVANCES

Travel advances to employees for approved travel for anticipated out-of-pocket expenses are available. Direct payment to vendors for associated costs may also be requested prior to the actual travel.

A. Allowable Advances

1. Pre-payment of registration fees, lodging and commercial carrier travel to a vendor may be requested and in fact is encouraged in order to take advantage of any fee discounts and to secure space for the traveler.
2. An advance to an employee for approved travel may be requested to cover anticipated out-of-pocket expenses, with the exception of mileage as noted #3 below.
3. Estimated mileage reimbursement may not be requested as an advance to the employee.

B. Requesting an Advance

1. To request an advance to a vendor or employee, the Estimated Expenses column and the Advance Payment Request box on the Travel Request form must be completed.
2. The Travel Request form must be approved by the CFO or designee, in Business Services.
3. Authorized Travel Request forms must be received by the Business Services at least 10 days in advance of the date of travel or payment deadline (this includes any processing time required by the Business Services).
4. Employees may not use approved but unspent advance funds towards a different approved travel, or to reimburse oneself for business mileage. Each Travel Request form must be closed out and any remaining advanced funds returned intact.
5. Employees may not transfer unspent advance funds to another CHPA employee who is also traveling to the same sponsored event. Each Travel Request form must be closed out and any remaining advanced funds returned intact.

V. FINAL REPORTING/EXPENSE REIMBURSEMENTS

A. Procedure

1. In order to certify costs and reimbursements for out-of-pocket expenses, the approved "Travel Request" form must be submitted after completion of travel (even if additional reimbursement is not requested). Travelers must provide an adequate accounting or substantiation of their actual travel related expenses.
2. The Actual Expenses columns of the Travel Request form must be completed and signed by the claimant and approved by the CFO or designee in Business Services.
3. Claims should be submitted to the Business Services no later than 15 calendar days following the completion of travel (this includes any processing time required by the Business Services).
4. Cancellations and refunds are the responsibility of the employee. CHPA is not responsible for payment of ticket penalties or non-refundable fees when cancellation or change of trip occurs through no fault of CHPA.
5. Reimbursement of finalized claims will be paid within 15 calendar days of submittal.

VI. Violation of BP/AP

- A. Violations of Administrative are subject to disciplinary processes up to and including termination.

Last Revised Saturday, May 14, 2022