

BUSINESS: TRAVEL GUIDELINES

TRAVEL GUIDELINES

The purpose of this supplemental guide is to assist in the processing of allowable travel expense claims by identifying timing considerations, acceptable supporting documentation and helpful tips. For the full context beyond the tips about eligible travel expenses, see [AP 7400 Travel Procedure](#).

Important Timing Considerations:

Please be informed of the timing points below prior to submitting any claims for reimbursement.

1. Claims must be submitted after you have returned from travel, but must be within 90 calendar days following travel.
2. If the reimbursement expenses are incurred in the months of April, May, or June, they must be submitted no later than July 15.
3. Prior fiscal year travel expenses will not be processed/reimbursed.

Links to Key Documents and Resources:

- [Accounts Payable Forms](#)
- [Board Policy 7400 Travel](#)
- [Administrative Procedure 7400 Travel](#)

Supporting Documentation:

Supporting documentation is required to substantiate the expense being claimed and should include but is not limited to vendor originated digital or scanned detailed receipts and/or invoices. The receipt or invoice should include:

- vendor name
- date of service/item purchase
- the detailed description of the item or service
- amount
- method of payment

Hotel Accommodations:

Hotel stays are allowable when traveling for a multi-day event or outside a 75-mile radius from the District. Only room rates, mandatory taxes/fees, and required parking is reimbursable.

- A guest folio provided by the hotel is required for reimbursement unless booked through a third-party web site.
- *If applicable, email indicating approval from your administrator with explanation is required for room rates that are premium and not reasonably priced.*
- *If applicable, email indicating approval from your administrator with explanation of extenuating circumstances for hotel stays within a 75-mile radius from the District.*

Air Transportation:

We encourage staff to secure reservations with the airlines at least two weeks in advance to minimize cost.

- A complete copy of your airline reservation including fare detail and total amount along with method of payment. (e.g. credit card). Economy or regular coach fares are only eligible for reimbursement only, no premium coach, business or first class fares will be reimbursed.
- If a premium, business or first class fare is selected, then the difference between the higher fare and the economy or regular coach cost will be borne by the employee.

Car Rental:

Compact is the standard rental except when traveling with multiple employees, a larger car may be shared. Employees are encouraged to purchase rental agency additional insurance coverage.

- Car rental detail reservation reflecting date, location, car rental type, etc.
- Fuel receipt(s) for gas needed for rental car use period or needed upon rental car return.

Personal Automobile Transportation:

The current reimbursable mileage rate is posted on the Accounts Payable Travel page [here](#). Mileage reimbursement will be from an employee’s regular reporting worksite or from their residence to the business destination, which point of departure results in fewer miles.

For long distance travel, an employee may opt to drive a personal vehicle and be reimbursed for the actual roundtrip mileage or the baseline two-week advance roundtrip airfare plus the cost of ground transportation to the destination, whichever results in a lower cost to the district. Shared driving is acceptable for multiple employees to travel to the same destination, though only one of the employees may request reimbursement.

- Map summary from an online mapping service measuring the route mileage from and to the travel destinations.

Domestic Per Diem:

Claims using the meal per diem rates do not require receipts, but do require:

- a trip voucher for claimed meal reimbursement and indicating if the location was a High or Low rate area to support the amount claimed.
- conference, meeting, workshop, or event agenda (if applicable). **Conference fees that include meals will not be reimbursed as per diem.**

The district uses the Federal per diem, *High-Low Substantiation Method*, which currently cites a total of \$74 per day for travel to any high-cost locality and \$64 per day for travel to any other locality within the continental United States. These amounts are typically adjusted annually in October but can vary from year to year. The district determines these values based on the U.S. General Service Administration (GSA) per diem rates using the High/Low Method.

Below is the breakdown for the High and Low Domestic Per Diem amounts and the two options:

HIGH

Breakfast	Lunch	Dinner	Incidental	Total
\$17	\$18	\$34	\$5	\$74

LOW

Breakfast	Lunch	Dinner	Incidental	Total
\$14	\$16	\$29	\$5	\$64

Here is a list of the domestic cities with a high per diem, all others are considered low per diem:

Key City	County or Other Defined Location	Portion of Calendar Year
Alabama		
Gulf Shores	Baldwin	June 1 -
Arizona		
Phoenix/Scottsdale	Maricopa	February 1 – March 31
Sedona	City limits of Sedona	October 1 – September 30

California		
Los Angeles	Los Angeles, Orange, and Ventura, and Edwards AFB, but not Santa Monica	October 1 - October 31 and January 1 - September 30
Mill Valley/San Rafael/Novato	Marin	October 1 – October 31 and June 1 – September 30
Monterey	Monterey	June 1 – August 31
Napa	Napa	October 1 –September 30
Oakland	Alameda	October 1 – September 30
San Diego	San Diego	February 1 – August 31
San Francisco	San Francisco	October 1 – September 30
San Luis Obispo	San Luis Obispo	June 1 – August 31
San Mateo/Foster City/Belmont	San Mateo	October 1 – September 30
Santa Barbara	Santa Barbara	October 1 – September 30
Santa Monica	City limits of Santa Monica	October 1 – September 30
Sunnyvale/Palo Alto/San Jose	Santa Clara	October 1 – September 30
Colorado		
Aspen	Pitkin	October 1 – March 31 and June 1 – September 30
Denver/Aurora	Denver, Adams, Arapahoe, and Jefferson	October 1 – October 31 and April 1 – September 30
Durango	La Plata	June 1 – September 30
Grand Lake	Grand	December 1 – March 31
Silverthorne/Breckenridge	Summit	October 1 – March 31 and June 1 – September 30
Steamboat Springs	Routt	December 1 – March 31
Telluride	San Miguel	October 1 – September 30
Vail	Eagle	October 1 – September 30
Delaware		
Lewes	Sussex	July 1 – August 31
District of Columbia		
Washington D.C. (also the cities of Alexandria, Falls Church, and Fairfax, and the counties of Arlington and Fairfax, in Virginia; and the counties of Montgomery and Prince George's in Maryland) (See also Maryland and Virginia)		October 1 – September 30
Florida		

Boca Raton/Delray Beach/Jupiter	Palm Beach and Hendry	December 1 – April 30
Bradenton	Manatee	February 1 – March 31
Cocoa Beach	Brevard	February 1 – March 31
Fort Lauderdale	Broward	October 1 – April 30
Fort Myers	Lee	February 1 – March 31
Fort Walton Beach/DeFuniak Springs	Okaloosa and Walton	October 1 – October 31 March 1 – September 30
Gulf Breeze	Santa Rosa	June 1 – July 31
Key West	Monroe	October 1 – September 30
Miami	Miami-Dade	December 1 – March 31
Naples	Collier	December 1 – April 30
Panama City	Bay	June 1 – July 31
Pensacola	Escambia	June 1 – July 31
Punta Gorda	Charlotte	February 1 – March 31
Sarasota	Sarasota	February 1 – April 30
Sebring	Highlands	February 1 – March 31
Stuart	Martin	February 1 – March 31
Vero Beach	Indian River	December 1 – April 30
Georgia		
Jekyll Island/ Brunswick	Glynn	March 1 – July 31
Idaho		
Sun Valley/Ketchum	Blaine and Elmore	December 1 – March 31 and June 1 – September 30
Illinois		
Chicago	Cook and Lake	October 1 – November 30 and April 1 – September 30
Maine		
Bar Harbor/ Rockport	Hancock and Knox	October 1 – October 31 and July 1 – September 30
Kennebunk/Kittery/ Sanford	York	July 1 – August 31
Portland	Cumberland and Sagadahoc	July 1 – August 31
Maryland		
Ocean City	Worcester	July 1 – August 31
Washington, DC Metropolitan Area	Montgomery and Prince George's	October 1 – September 30
Massachusetts		

Boston/Cambridge	Suffolk and City of Cambridge	October 1 – September 30
Falmouth	City limits of Falmouth	May 1 – August 31
Hyannis	Barnstable less the city of Falmouth	July 1 – August 31
Martha's Vineyard	Dukes	October 1 – September 30
Nantucket	Nantucket	October 1 –September 30
Michigan		
Mackinac Island	Mackinac	July 1 – August 31
Petoskey	Emmet	July 1 – August 31
Traverse City	Grand Traverse	July 1 – August 31
Minnesota		
Duluth	St. Louis	October 1 – October 31 and June 1 – September 30
Montana		
Big Sky/West Yellowstone/Gardiner	Gallatin and Park	June 1 – September 30
Kalispell/Whitefish	Flathead	July 1 – August 31
New Mexico		
Carlsbad	Eddy	October 1 – September 30
New Jersey		
Toms River	Ocean	July 1 – August 31
New York		
Glens Falls	Warren	July 1 – August 31
Lake Placid	Essex	July 1 – August 31
New York City	Bronx, Kings, New York, Queens, and Richmond	October 1 – December 31 and March 1 – September 30
North Carolina		
Kill Devil Hills	Dare	April 1 – September 30
Oregon		
Lincoln City	Lincoln	July 1 – August 31
Portland	Multnomah	October 1 – October 31 and June 1 – September 30
Seaside	Clatsop	July 1 – August 31
Pennsylvania		
Hershey	Hershey	June 1 – August 31
Philadelphia	Philadelphia	October 1 – November 30, March 1 – June 30, and September 1 – September 30
Rhode Island		

Jamestown/Middleton/Newport	Newport	October 1 – October 31 and June 1 – September 30
South Carolina		
Charleston	Charleston, Berkeley, and Dorchester	October 1 – September 30
Hilton Head	Beaufort	June 1 – August 31
Myrtle Beach	Horry	June 1 – August 31
Tennessee		
Nashville	Davidson	October 1 – September 30
Utah		
Moab	Grand	October 1 – October 31 and March 1 – September 30
Park City	Summit	October 1 – September 30
Virginia		
Virginia Beach	City of Virginia Beach	June 1 – August 31
Wallops Island	Accomack	July 1 – August 31
Washington, DC Metro Area	Cities of Alexandria, Falls Church, and Fairfax; Counties of Arlington and Fairfax	October 1 – September 30
Vermont		
Manchester	Bennington	October 1 – September 30
Washington		
Port Angeles/Port Townsend	Clallam and Jefferson	July 1 – August 31
Seattle	King	October 1 – September 30
Vancouver	Clark, Cowlitz, and Skamania	October 1 – October 31 and June 1 – September 30
Wyoming		
Cody	Park	June 1 – September 30
Jackson/Pinedale	Teton and Sublette	October 1 – September 30

International Per Diem:

Below is the breakdown for the International Per Diem amounts:

Breakfast	Lunch	Dinner	Incidental	Total
\$26	\$30	\$45	\$5	\$106

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