

PAYMENT OF NECESSARY TRAVEL EXPENSES

POLICY

Tulsa Technology Center will pay for certain necessary travel expenses incurred incident to the duly-authorized in-district, in-state, out-of-state and international travel of district employees, Board of Education members, and others who may be authorized to perform services on behalf of the district or travel for specified purposes. The documentation required for reimbursement of travel expenses shall be equal to or greater than that prescribed in the State Travel Act.

Authorized administrators will approve in-district, in-state and out-of-state travel requests for employees they supervise. Authorized administrators include the Superintendent and his or her designees.

Board of Education members require no authorization for in-district or in-state travel. The Board of Education will be the only entity that may approve or disapprove international travel requests for employees and out-of-state and international travel requests for Board of Education members. International travel is defined as travel to any country which requires a passport/visa to enter the country.

Reimbursement or payment of travel expenses will be made for the items listed below in accordance with the terms and conditions set forth in the "Procedures for Payment of Necessary Travel Expenses."

ITEMS ELIGIBLE FOR REIMBURSEMENT

Item	Rate	Receipt Required
Personal Automobile Use	Standard IRS Mileage Rate	No
Toll Fees	Actual Cost	Yes
Airfare	Actual Cost	Yes
Rail/Bus Fare	Actual Cost	Yes
Lodging	Actual Cost	Yes
Meals	Per Diem GSA Tables	No
Special Meal Functions	Actual Cost	Yes
Registration	Actual Cost	Yes
Parking Fees	Actual Cost	Yes
Ground Transportation (Taxi, etc.)	Actual Cost	Yes
Car Rental	Actual Cost	Yes
Expenses Incidental to Travel by Person with Disability	Actual Cost	Yes
Miscellaneous	Actual Cost	Yes

The "Procedures for Payment of Necessary Travel Expenses" specify when receipts are required. Board of Education members may be reimbursed for in-district mileage when performing official duties ascribed to their role as an elected member of the Board of Education, including attendance at Board of Education meetings, committee meetings, and school-related events.

Reimbursement will be made when expenses are documented as specified in the procedures for this policy. Requests for reimbursement shall be made as prescribed in the "Procedures for Payment of Necessary Travel Expenses." The Superintendent or his or her designee may authorize travel on noncommercial aircraft. The Superintendent and his or her designees are authorized to use school credit cards for the purchase of gasoline and other supplies for school vehicles. The Superintendent, officers, and specified employees are designated to use the school corporate credit card for authorized and necessary travel expenses, including the payment of lodging costs.

Falsification of travel expense claims in any respect shall result in adverse disciplinary action, including but not limited to, termination of employment for employees; public censure for board members; and referral for prosecution for any individual obtaining funds by false or fraudulent claims.