

A. Travel/Mileage Reimbursement:1. Non-Reimbursable Commute Miles:

- Miles from employee's home to either the employee's assigned AEA office or district assignment, whichever is closest to the employee's home. **NO exceptions.**
- The **closest assignment** is established at the beginning of each fiscal year and remains in place unless the employee moves or no longer supports that assignment. Employees whose mileage deduction increases due to an involuntarily job assignment change, the mileage deduction will be 20 miles or remain the same, whichever is greater. Itinerant employees (Early Access, COTA, substitute, etc.) use the closest assigned LEA school or AEA Office to compute mileage, not a student home or other meeting location. Speech Assistants will use the closest AEA office. Remote Worksite employees use the closest current school/district assignment or the AEA office that would have been assigned if not on remote worksite.

Reimbursable Miles:

- Total ACTUAL miles driven (from odometer) for the whole work day <LESS> commute miles; if negative, enter zero. **NO exceptions.**
 - Reimbursements are processed monthly.
 - Employees with an AEA email address (including substitutes) must use the software system to request reimbursement.
2. Employees are reimbursed for appropriate mileage at a rate determined by the AEA in accordance with Board Policy 603.2.
 3. When driving to a conference or meeting in lieu of flying, the cost of airfare, (including travel and/or booking fees) is the maximum reimbursement amount allowed for driving to a conference or meeting site. Maximum reimbursement amounts include but are not limited to: mileage, parking, meals not provided as a part of registration, additional lodging as a result of driving instead of flying.
 4. Using a rental car is allowed if it is determined to be less expensive for the AEA than reimbursing mileage. Prior authorization from the employee's supervisor is required. The AEA has a negotiated rental rate through Enterprise Car Rental, **NO extra insurance from the car rental is needed.**

B. Airfare:

1. The AEA credit card should be used for employee only travel charges; these charges must be processed by the Card Manager/Secretary. If personal payment is made, an employee is reimbursed for eligible costs; reimbursements are processed monthly. Proof of payment is required.
2. If a medical or bereavement emergency arises that prohibits or changes travel as planned, supervisor notification must be done as soon as possible. All transportation cancellation fees must be minimized. Failure to do the above may result in employee liability for the expense.

C. Overnight/Lodging Reimbursement:

1. Hotel "Direct Bill" or using the AEA credit card are the preferred payment methods; these charges must be processed by the Card Manager/Secretary. If personal payment is made, an employee is reimbursed for eligible costs; reimbursements are processed monthly. Proof of payment is required.
2. If a medical or bereavement emergency arises that prohibits or changes travel as planned, supervisor notification must be done as soon as possible. All lodging cancellation fees must be minimized. Failure to do the above may result in employee liability for the expense.

3. In-State Travel: Employees are encouraged to use hotels with a negotiated state rate, AEA identification is necessary. The maximum rate allowed is \$150 + tax per night. The Chief Administrator or Chief Financial Officer may approve exceptions via email in extenuating circumstances such as room availability or site of the conference. Approval email must be attached to the reimbursement request.
4. Out-of-state travel: hotel accommodations must have supervisor pre-approval and be selected with prudence.
5. In-room movies, room safes, room services charges, etc. are not reimbursable.

D. Overnight Stay “Cash Per Diem” Meal Reimbursement:

1. A meal reimbursement amount is determined using the following “cash per diem” set rate per meal. No receipt or proof of purchase is needed. **NO exceptions.**

	Breakfast	Lunch	Dinner
In-state travel	\$10.00	\$15.00	\$25.00
Out-of-state travel	\$12.00	\$20.00	\$30.00

2. Meal reimbursement eligibility is based on the departure from an employee’s home, office, or district assignment and the return time as follows. It requires an overnight stay.

Travel Day	Departure Time/Return Time	Eligible Meal Reimbursement
Departure Day	Leave prior to 11:00 a.m.	Lunch and Dinner
Departure Day	Leave after prior to 3:00 p.m.	Dinner
Return Day	Return prior to 1:00 p.m.	Breakfast
Return Day	Return prior to 7:00 p.m.	Breakfast and Lunch
Return Day	Return after 7:00 p.m.	Breakfast, Lunch and Dinner

E. Conference/Workshop Registration Costs:

1. Vendor “Direct Bill” or using the AEA credit card are the preferred payment methods; these charges must be processed by the Card Manager/Secretary. If personal payment is made, an employee is reimbursed for eligible costs; reimbursements are processed monthly. Proof of payment is required.
2. If a medical or bereavement emergency arises that prohibits or changes travel as planned, supervisor notification must done as soon as possible. All registration cancellation fees must be minimized. Failure to do the above may result in employee liability for the expense.

F. Miscellaneous Costs:

1. Parking, taxi, shuttle, road tolls, etc. are reimbursable. Receipts with proof of payment are preferred for all requests but are required for costs exceeding \$25.
2. Fares from an employee’s place of lodging to a restaurant or entertainment destination are considered personal expenses and are not reimbursable.

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