



**California Online
Public Schools**

Travel Policies

Business expenses incurred by employees and members of the Board of Directors are reimbursable. An authorized/approved Employee Expense Report is always required, containing a full accounting of expenses to be reimbursed. Prior approval is required in order to submit claims for reimbursements.

Reimbursements may be made for the following:

1. Mileage

- Mileage will be reimbursed from home to the work/event location at the IRS authorized rate and capped at the average local rental car rate.
- Employees whose assigned work location is “in office”; daily commuting is not reimbursable
- Employees whose assigned work location is “remote”; daily commuting will only be reimbursed for mandatory work related functions, not social or team gatherings.

2. Meals

- Breakfast (if travel starts prior to 7:00 a.m.) \$20.00
- Lunch \$20.00
- Dinner (if travel ends after 7:00 p.m.) \$40.00

Total \$80.00

Customary tips as reflected on receipts will be included, not to exceed 20%. Alcoholic beverages will not be reimbursed; no receipt with alcoholic beverages are allowable. Meal reimbursements are based on the allowable meal amounts, and not per day amounts. Reimbursement will also be based upon the time travel begins and ends.

3. Incidentals

All necessary and actual expenses, such as parking fees, bridges, tolls, checked bag fees, and taxis/rideshare will be reimbursed to the extent allowed by law and supported by original receipt.

4. Personal Automobile / Rentals

When more than one person is attending the same conference or meeting, ride sharing should occur. If the employees choose to take their own cars, the organization will pay at the IRS authorized rate per mile traveled, capped at the average local rental car rate for travel over 60 miles one-way. If an employee wishes to rent a vehicle instead of using their personal vehicle, they must select a midsize or smaller vehicle unless they are carpooling with three or more people and have permission from the Director of Finance or designee. Employees should always elect full coverage insurance during check out. Please refer to the Director of Financial Services or designee for questions regarding personal vehicle / rental use.

5. Air Travel

For travel outside of California or border states, employees must use air travel unless exceptions are approved by the Superintendent or designee. All air travel must be secured via a CalOPS corporate card. Employees who have not been issued a corporate card must have their flight booked by a member of the Financial Services team with

the appropriate CalOPS corporate card. If a rental car is needed upon arriving at a destination which was flown too, a rental car is allowable with prior approval of the Director of Financial Services or designee, see **Personal Automobile / Rentals** section. Any personal changes requested after flights have been confirmed must be managed by the requesting staff and can not be charged to the schools unless changes are due to school needs.

6. Lodging

Hotels are allowable based on the following criteria:

- An employee may choose to request a hotel room if the work location is 30 miles or more from their home and the work assignment requires 2 or more days. In this instance, employees must travel to the work assignment on the first day, meaning the first night of the hotel stay will be after the conclusion of the first day of the work assignment. The employee must check out of the hotel on the morning of their last day of the work assignment. Exceptions to this rule must be approved by the Director of Financial Services or designee.
- An employee may choose to request a hotel room if the work location is 90 miles or more from their home and the work assignment is only 1 day. In this instance, employees must check into the hotel the night before the work assignment. The employee must check out of the hotel on the morning of the day of the work assignment. Exceptions to this rule must be approved by the Director of Financial Services or designee.

All lodging must be booked by a member of the Financial Services Team unless approved by the Director of Financial Services or designee. All lodging claims must be accompanied by an original receipt. Hotel upgrades and extended day needs can not be charged to the schools.

7. Forms - Submission and Approval

The [“Conference, Workshop and Meeting Request”](#) form must be completed and approved before the trip occurs, preferably 6 weeks in advance to ensure approval and processing time. Reimbursement claims should be submitted within 30 days but no later than 60 days to the Finance Department following the event.

8. Proof of Payment Requirements

Reimbursements for registration, lodging, meal reimbursements and travel incidentals will be made with employee proof of purchase. A copy of the itemized receipt showing a zero balance is required. Receipts need to include the vendor name, transaction date (including year), amount spent (including subtotal plus tax), and itemized list of the purchase. Receipts should never include alcoholic beverages, gifts or gift cards.

Non-employees may be authorized to travel as representatives of the Organization by action of the Board of Directors. In such instances, the conditions of this policy shall apply.