

4000 PERSONNEL

4100 ALL PERSONNEL

4170 MILEAGE AND REIMBURSEMENT OF EXPENSES

Employees who attend meetings, conferences, conventions and visitations as authorized representatives of the Marin County Office of Education shall, upon the filing of a claim, be reimbursed for mileage and expenses as provided for in the Education Code and Title 5 of the California Administrative Code.

References: Education Code 1081, 1942
5 CAC 17430-17434

Approved as to form:



Deputy County Counsel

Approved by
Marin County Board of Education - 8/8/89



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July 1, 1996

MEMORANDUM

TO: Marin County Office of Education Employees

FROM: Ruth Vedovelli, Director
Business Services

SUBJECT: Travel Rules and Regulations
EFFECTIVE: July 1, 1996

RULES AND REGULATIONS GOVERNING TRAVEL EXPENSE

Title 5 - California Administrative Code, Sections 17430-17436, and Education Code 44032-44033 details the authorization for determining per diem and travel allowances for employees of the Marin County Office of Education.

1. Prior approval of the County Superintendent is required for all overnight travel and all travel outside of the County when reimbursement for such travel is requested. A Travel Request form is to be submitted in duplicate to the Assistant Superintendent's office. One copy will be returned, indicating approval or disapproval.
2. **Only actual and necessary travel expense shall be allowed.**
3. No personal expense shall be claimed.

Receipts or vouchers SHALL be submitted for:

- | | |
|-------------------------------------|---|
| 1. Lodging | 4. Parking in excess of \$5.00 |
| 2. All travel outside of California | 5. Car rental |
| 3. Airline Travel | 6. Railroad, bus, ferry, and taxi fares |

TRAVEL ALLOWANCESA. Per Diem as follows:

<u>MEALS</u>		<u>LODGING</u>	
Breakfast	5.50	Statewide, without a lodging receipt	47.00
		Statewide, with a lodging receipt	79.00
Lunch	9.50	Statewide with prior written approval of the superintendent and receipt	Actual lodging expense up to \$110.00 plus applicable taxes
Dinner	17.00		
Incidentals	5.00		
TOTAL	37.00		

This per diem allowance includes tips. Incidental expenses may only be claimed for a travel period of 24 hours or longer.

Reimbursement allowance for travel which is the last fractional part of a period of short-term travel or more than 24 hours--the authorized allowance for meals or lodging will be paid provided the travel time meets the following requirements:

- Breakfast:** Breakfast may be claimed if travel began at or prior to 6:00 a.m. and terminated at or after 9:00 a.m.
- Lunch:** Lunch may be claimed if travel began at or prior to 11:00 a.m. and terminated at or after 2:00 p.m.
- Dinner:** Dinner may be claimed if travel began at or prior to 4:00 p.m. and terminated at or after 7:00 p.m.
- Lodging:** Lodging may be claimed if travel is extended overnight.

If the 24-hour allowance provides a reimbursement for a meal, the application of this paragraph shall not result in a duplicated meal allowance for a meal that has already been reimbursed.

- B. For out-of-state travel, officials and regular employees may be authorized actual and necessary travel expenses supported by vouchers or receipts.
- C. Mileage reimbursement rate for use of a privately owned automobile for official business is \$.31 per mile. Since our reimbursement rate is within the allowable federal limits no supplemental W-2 will be issued.
- D. Reimbursement for meals which constitute an official part of a convention, conference or similar meeting will be allowed for the full amount.