

Santa Barbara School Districts

Administrative Regulation

AR 4131.3

AR 4231.3

AR 4331.3

Personnel

PROCEDURE FOR REQUESTING ABSENCE FOR AUTHORIZED PURPOSES

1. The employee completes the Request for Authorization to be Absent from Regular Assignment to his/her supervisor at least 14 days in advance if within state and/or costing less than \$500, and at least 30 days in advance if out of state or costing more than \$500.
2. The supervisor may approve the request if it is found that the employee's activity will benefit the district, and that funding is available.
3. Final approval is authorized by the appropriate district administrator.

TRAVEL EXPENSES

1. Meals and Lodging:
 - a. Meals: Not to exceed \$35.00 per day, as follows:
 - \$ 6.50 for breakfast
 - \$10.00 for lunch
 - \$18.50 for dinner

Note: excepting actual cost of scheduled conference meals. All costs of meals include tax and gratuity.
 - b. Lodging: Together with expenses for meals, not to exceed \$125.00 per day.
2. Under extenuating circumstances, excess allowable costs for lodging not covered in above may be reimbursed upon submission of a request to the appropriate district administrator or, in the case of a district administrator, to the Deputy Superintendent, with description of special circumstances.
3. Registration, Transportation and Other Costs

Actual and necessary expenses may be covered by district purchase order or by the employee, to be reimbursed after return to the district.

- a. Transportation: Calculations shall be based on the most direct route, and tourist or economy class rates will be used on all flights. If a private automobile is used by the attendee, reimbursement will be at the current rate per mile as established by the Board of Education each year; however, reimbursement shall not exceed direct air fares (coach/economy class) to the activity location.
- b. Expenses excluded: Personal long distance calls; lodging for spouses; laundry; room service charges; auto rental for personal use.

4. Receipts

Claims which include lodging and/or transportation by common carrier will not be allowed unless accompanied by receipts. Receipts are not required for meals or for transportation by means of local streetcars, buses or taxicabs.

Lodging receipts must show dates for which lodging is charged, single rates per day and total amount paid. When more than one person occupies a room, both names should appear on the receipt, the full charge shown, the single rate shown, and claimant should request reimbursement for the single rate or proportionate share, whichever is applicable.

Credit card receipts are acceptable when accompanied by appropriate bills.

5. Processing of Travel Expense Claim:

- a. All claims must be turned in within ten days after the return to the district.
- b. Employee must complete the prescribed travel expense claim form, SB-100, attach required receipts, affix his/her signature and forward claim, together with a copy of the travel authorization form, to the district Accounting Office. The travel expense claim form will be audited and processed by the Accounting Department.
- c. A warrant will be issued to the employee for the approved claim, generally within two weeks.

6. Advance payment must be requested at least three weeks prior to the conference. Advance requests shall be granted for only those conferences exceeding a total cost of \$150, excluding transportation or other costs that can be charged to a district purchase order. Advance payments will be limited to amounts in excess of \$150, but not to exceed \$400 per day.

Regulation: SANTA BARBARA ELEMENTARY/HIGH SCHOOL DISTRICT
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