Subject: Travel
Approved By: Board of Directors
Policy: 3006.1

☑ **CITRUS SPRINGS CHARTER SCHOOL**
Effective Date: 07/26/2016
Revised Date: 06/04/2024

☑ **ORANGE SPRINGS CHARTER SCHOOL**
Effective Date: 02/04/2025
Revised Date:

The Charter School's travel policies are intended to facilitate travel and travel arrangements; to provide full reimbursement for all actual, reasonable, ordinary, and necessary expenses, lodging, transportation, and other necessary items; and to protect travelers against the risk of loss, while simultaneously maintaining the necessary controls for accountability. "Travel" for the purposes of this policy is defined as any work-related travel outside of our own assigned facility that results in a conference and or a minimum of one night away from home, assuming the event is a minimum of 50 miles from the traveler's assigned workplace.

All travel is to be documented on the approved travel form with the verified budget and approved by the Assistant Superintendent overseeing that division, prior to incurring the travel or any costs associated with the travel. Failure to obtain the pre-approval may result in the traveler's own responsibility for costs incurred. Approval must be documented on an official request form with verification that funding is available. Pre-approval from the Board of Directors is required for all travel in excess of 1,000 miles from the Temecula Administrative Office, prior to incurring any costs associated with the travel.

The Superintendent's travel under 999 miles for one (1) trip will be reported to the Board of Directors at the following meeting. Travel over 1,000 miles by the Superintendent must be approved in advance prior to any costs incurred by the Board of Directors.

The Charter School will pay for or reimburse air travel or the cost of mileage, whichever is less expensive. Documentation must be provided to support the choice to drive versus fly, if applicable. The Charter School will adopt meal expense rates and hotel rate thresholds annually, as noted within the expense reimbursement policy.

Mileage will be reimbursed at the approved IRS rate for business-related purposes only. Mileage must be turned in within 30 days of travel. Mileage in excess of 3 months old may be considered void.

Travel meals are allowed under the approved meal rates when travel is either overnight, or the employee is away from their assigned work for a minimum of four (4) hours. The allowable costs, with associated limits is noted within the Reimbursement policy.

The Charter School will not reimburse or pay for unapproved travel and its accompanying expenses.

All expenses will be reimbursed per the Expense Reimbursement Process (See Policy 3004.1).