

**UCEN Board/Oasis Charter Public School  
Salinas, California**

**Administrative Regulation Adopted: October 23, 2023**

**Section III Business**

**Article IX Conferences and Travel**

The Executive Director or designee authorizes attendance to conferences, workshops and meetings. The Executive Director or designee shall approve or disapprove all requests.

Employees and members of the Board shall submit appropriate paperwork to attend conferences, meetings or workshops to the Executive Director or designee within (ten)10 working days prior to the scheduled date(s).

The costs for such attendance shall be budgeted and shall not exceed the amount budgeted for such travel and expenses. In the event the amount budgeted for such expenses may be exceeded a transfer of funds shall be made and approved prior to approving any such attendance.

**Per Diem Reimbursement**

Employees shall be reimbursed for meals and incidentals when an overnight stay is required, at a standard rate of \$74 per day. Days of travel (leaving from home or school/coming home or to school) will be reimbursed at a rate of \$37 per day. All receipts submitted for reimbursement must be itemized before reimbursement is approved. Oasis Charter Public School acknowledges that the per diem may not cover all your costs.

Under no circumstances will the school reimburse for alcohol or tobacco.

If the cost of meals is included in the registration fee for the conference, workshop or meeting, the employee cannot claim reimbursement for these costs. The following breakdown will be used for reimbursement; Breakfast \$15, Lunch \$20, and dinner \$34 (this excludes the \$5 incidental reimbursement).

By June 30, all outstanding travel claims must be submitted to allow for closing of the schools' end of year financial records.

No meal reimbursements are allowed for day trips with no overnight stay.

### **Mileage Reimbursement**

The cost of travel by private vehicle shall be reimbursed at the rate established by the Internal Revenue Service.

### **Determination of Mileage**

For travel on a workday, mileage for travel to or from a conference/meeting or from port of departure is calculated from the employee's permanent work site. Employees must deduct the miles they normally commute from their home to their permanent work site, when calculating from the employee's residence.

### **Drivers License and Auto Insurance**

Employees may only use their personal vehicle or rental vehicle if necessary for school business if the employee has provided the Executive Director or designee with a copy of a valid driver's license and proof of automobile insurance.

### **Rental Vehicle**

Rental vehicles shall only be used in conjunction with official school business and must have prior approval from the Executive Director or designee.

### **Lodging**

In the event overnight lodging is necessary the employee must have written prior approval by the Executive Director or designee..

If the cost of meals or lodging is included in the registration fee for the conference, meeting or workshop the employee cannot claim reimbursement for these costs.

### **Receipts**

It is required that you retain all original itemized receipts for travel related transactions. As you make your purchases, keep all original receipts in a folder with your log sheet. Your monthly statement must be submitted with the log sheet and receipts.