

## Travel Expense Reimbursement Guidelines

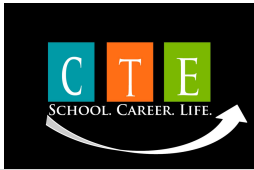
Activity or Expense Type	Allowable Amount	Requirements
<b>Airfare</b>	Actual	Allowable airfare is the lowest fare, including discount fares, that meet the needs of the traveler. Reimbursement for Business or First Class fare requires medical and/or Regional Coordinator approval. Receipt required.
<b>Canceled Reservations / Airline Ticket Change Fees</b>	None	Traveler is responsible for canceling reservations and/or paying fees associated with changes or cancellations (air and hotel). Airline tickets are non refundable.
<b>Conference Registration Fees</b>	Actual	Receipt and conference agenda including title, purpose, date and meals provided are required.
<b>Lodging</b>	Actual	CTE will reimburse up to the per diem rate set by the U.S. General Services Administration ( <a href="http://www.gsa.gov">www.gsa.gov</a> ). If single occupancy is elected, traveler is responsible for charges over the per diem rate. Receipt required.
<b>Meals</b>	Actual	<b>For meals <u>not</u> provided at the event:</b> Oregon State per diem rate will be followed (\$14–breakfast, \$16–lunch, \$26–dinner). Alternatively, the traveler may provide itemized receipts (no receipt splitting between travelers; no VISA card that rewards points; no alcohol included on the receipt). If itemized receipts are submitted, CTE must receive <u>all receipts</u> for which the traveler requests reimbursement. Meal expenses incurred while traveling out of state will be reimbursed, with receipts, up to the per diem rate set by the U.S. General Services Administration ( <a href="http://www.gsa.gov">www.gsa.gov</a> ). <b><i>CTE cannot provide both per diem and itemized receipt reimbursement – traveler must use one or the other.</i></b>
<b>Mileage</b>	\$.56 per mile effective Jan. 1, 2021.	Refer to Mapquest or Google Maps for accurate mileage. Receipt not required.
<b>Parking</b>	Actual	Receipt required.
<b>Personal Auto to/from Airport</b>	Actual	Actual mileage for one round trip, plus parking (long-term parking encouraged), or two round trips and short term parking. Receipts required.
<b>Car Rental/Shuttle/Taxi</b>	Actual	To/from authorized event only. Travel with other members of your team. Receipt required.
<b>Miscellaneous Expenses</b>	Actual	Items such as checked baggage, etc. Receipts required.

**Within two weeks** after the event, send all required reimbursement documentation to:

High Desert ESD, CTE Office, 2804 SW 6<sup>th</sup> St., Redmond, OR 97756

\*In order to receive reimbursement, traveler's W-9 and Direct Deposit forms must be on file with High Desert ESD\*

W-9, Direct Deposit and Reimbursement forms are provided online at: <http://cte.hdesd.org>



## Travel Expense Reimbursement Guidelines

Topic	Guidelines
<b>Budget</b>	Traveler will be provided a maximum budget amount. Expenditures over budget are personal expenses.
<b>Expenditures</b>	Use of Perkins funds is a privilege. Travel as if you, personally, are paying the expenses. Make the most economical choice in all travel expenditures.
<b>Room Share</b>	When there is a gender balance among travelers, share a room. Always request the conference rate or government rate.
<b>Timely Flight Arrangements</b>	Upon event approval, make flight arrangements as soon as possible. Flight arrangements made less than 40 days prior to travel will be subject to personal payment of the cost difference (from earlier average cost of flight). If the HDESD travel agent is not used, the individual school district must purchase airline tickets (no credit cards that earn points).
<b>Transportation (Ground)</b>	At the event location, use these options as they best and most economically fit your situation: Option 1: Hotel Shuttle / Super Shuttle Option 2: Public Transportation (Bus, Light Rail, Streetcar) Option 3: Car Service (for team transportation only – 3 or more) Option 4: Taxi (for team transportation only – 3 or more) Please note: Perkins funds may be used to pay for transportation to and from the airport and to and from the event <u>only</u> .

**(adopted March 8, 2016)**

Spouse and/or companion travel are personal expenses, which cannot be covered by CTE

### Partial day meal per diem schedule:

		<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
<b>Initial Day of Travel</b>	Leave home prior to 7:00 a.m.	\$14	\$16	\$26
	Leave home between 7:00 a.m. & 12:00 p.m.	\$0	\$16	\$26
	Leave home between 12:00 p.m. & 5:00 p.m.	\$0	\$0	\$26
<b>Final Day of Travel</b>	Return home prior to 12:00 p.m.	\$14	\$0	\$0
	Return home between 12:00 p.m. & 6:00 p.m.	\$14	\$16	\$0
	Return home after 6:00 p.m.	\$14	\$16	\$26