

RESCIND BOARD REPORT 95-0726-EX6:

CENTRAL AND REGIONAL OFFICE MEETINGS AND TRAINING ACTIVITIES

RESCIND BOARD REPORT 97-0827-03 OF PERSONNEL TRAVEL POLICY AND ADOPT POLICY ON REIMBURSEMENT FOR WORK-RELATED EXPENSES

PURPOSE:

categories (travel, intra-city travel, food and/or refreshments at meetings, and professional memberships) together.

HISTORY OF BOARD ACTION

1997 the Board approved the Policy regarding the increase of food and/or refreshments on business days and the approval of the Board on the increase of the Board Report 97-0827-03, which broadly approved the Personnel Travel Policy. Board Report 97-0827-03, which broadly approved the Personnel Travel Policy. Board Report 97-0827-03, which broadly approved the Personnel Travel Policy. Board Report 97-0827-03, which broadly approved the Personnel Travel Policy.

POLICY TEXT:

This policy applies to all employees in the Central Office and Area Instruction Offices and all employees

I. Travel Policy

A. General

When an individual has occasion for travel on behalf of and to the benefit of the Board or the Education of the City of Chicago ("the Board"), the employee is expected to exercise good judgment in managing travel costs and make every effort to ensure that the cost of travel arrangements is the most economical available.

The Board of Education recognizes the following activities as appropriate travel purposes:

a) Travel for a job or assigned duties:

- i. Delivery of legislative testimony
- ii. Lobbying on behalf of the Board
- iii. As a requirement for grant funding

iv. Presentations on behalf of the Board

Recruitment of personnel as determined or requested by the General Counsel

Counsel

vi. Recruitment of personnel on behalf of the Board

Meetings with board setting agencies and other regulatory bodies

vii. Business meetings with non-local vendors

if an employee's job or assigned duties requires

Travel that is an extension of

...ing sessions where the ... Attendance at conferences, meetings, seminars, or train-
... sessions where the ...
... development.

Travel to attend conferences, meetings, seminars, or training sessions must be approved by the employee's department head.

Travel Approval Procedure

B.

... the date of the conference or ... submitted to Human Resources at least eight weeks before meeting.

... week prior must be approved by the employee's department head. ... Exceptions to the eight-week rule must be approved by the employee's department head. ... from the Chief Executive Officer.

C. Conference Fees

... conference-related fees with appropriate proof of expenses, where applicable.

1. Reimbursement will be for all reasonable expenses of conference attendance and original receipts.

... effort should be made to receive the early registration discount, if available.

D. Transportation

1. Common Carrier (Air, Train, Bus)

- a) To take advantage of any available discount fares, all reservations and ticket purchases should be made as far in advance as possible.
- b) Reimbursement will be for coach fare.
- c) Original receipts are required.

3. Cars, Personal

a) Reimbursement will be for the "per mile" rate set by the Internal Revenue Service. The current rate is \$365. Reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance. b) "Per mile" maintenance. c) Any person operating an automobile used in the conduct of Board business must be insured in accordance with the laws of the State of Illinois. The employee's insurance applicable to the automobile will be primary and the Board's insurance programs are secondary, or the automobile including any physical damage deductibles. Automobile incidents or accidents must be reported to the Board's Bureau of Risk & Benefits Management (773-553-3310) within 24 hours of an incident. All Board employees must wear seatbelts while conducting Board business. in an automobile, van, truck, etc. while conducting Board business.

4. Cars, Rental

a) Car rental is a reimbursable expense only when other modes of transportation are not available. Car rental is not reimbursable if the employee uses public transportation, taxi, or other mode of transportation impractical. b) Reimbursement will be for the midsize rental rate. Upgrades are not reimbursable unless the employee has prior approval from his/her department head. c) Board employees requiring the use of a rental vehicle for Board business should not incur the additional physical damage insurance offered by the rental company. Board's coverage applies to all rental vehicles. Accidents must be reported to the Board's Bureau of Risk & Benefits Management (773-553-3310) within 24 hours of an incident. All Board employees must wear seatbelts while conducting Board business.

Original receipts are required. d) E. Lodging

Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available. 1. Reimbursement for government, corporate, or conference discounted rates. 2. First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location.

Travel in Cook, DuPage, Kane, Kendall, Lake, and Will County (including Lake Counties) will be reimbursed with prior approval of the employee's department head.

Original receipts are required.

F. Daily Rate for Meals

1. The daily rate allowance for between 4 to 6 hours will be \$20 and up to 15% gratuity. 2. The daily rate allowance for multi-day travel will be \$35/day and up to 15% gratuity.

Alcoholic beverages will not be reimbursed. 3. Alcoholic beverages will not be reimbursed. 4. Original receipts are required.

G. Other

Job-related phone calls will be reimbursed separately.

H. Reimbursement Procedures

1. Employees must submit the statement of travel expenses with all original receipts attached within 30 working days of the date of return. Cash advances are not provided.

2. This applies to all forms of travel.

II. Intra-city Travel Policy (Personal Car Usage and Taxi Cabs)

A. Intra-city Travel Approval

1. Reasonable travel expenses related to intra-city travel approved by the employee's department head will be reimbursed. This travel must be directly related to an employee's job responsibilities. Factors the department head shall consider are: a) distance to transport materials, and c) other unique circumstances.

