

***Superintendent File: DKC-R-3***

**EMPLOYEE EXPENSE AUTHORIZATION/REIMBURSEMENT - TRAVEL WITH STUDENTS**

Employees traveling with students are able to purchase meals and pay for other incidental travel expenses for both students and employees using the District procurement card only. It is expected that employees are incurring costs along with students as the employee is meeting his/her responsibilities associated with managing students while traveling.

If the procurement card is declined, contact the District P-Card Administrator at: [pcard@dcsdk12.org](mailto:pcard@dcsdk12.org) to correct the issue. If after hours or the issue cannot be resolved, the employee is responsible for maintaining and submitting requests for reimbursement along with verifying receipts. All employee and student related expenses are reimbursed based on actual costs with appropriate back-up such as receipts verifying appropriate spend.

Accounts Payable may ask the P-Card Administrator for proof of declined card.

**Forms**

Forms used to request travel reimbursement allowed under this policy can be found online at [www.dcsdk12.org](http://www.dcsdk12.org) under Accounts Payable:

<https://sites.google.com/a/dcsdk12.org/accounts-payable/travel-mileage>

Adopted: August 28, 2016

**CROSS REFS:**

Superintendent File DKC – Employee Expense Authorization

DKC-R-1 Employee Expense Authorization/Reimbursement – Mileage, Tolls and Parking

DKC-R-2 Employee Expense Authorization/Reimbursement - Travel without Students

DKC – E-1 Car Rental Pre-Approval Form

DKC – E-2 Travel Reimbursement Form

DKC – E-3 Mileage Reimbursement Form

Google Site Reference: <https://sites.google.com/a/dcsdk12.org/accounts-payable/travel-mileage>