



BOARD POLICY ON TRAVEL EXPENSES

Statement Of Policy

The John Adams Academies, Inc. ("JAA") Board of Trustees ("Trustees") recognizes that JAA employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the Superintendent or designee shall establish rules to keep such JAA-paid expenses to a minimum while affording employees a reasonable level of safety and convenience.

This policy shall apply to the Board of Trustees, Superintendent, staff, and volunteers who are requested to incur authorized expenditures on behalf of JAA.

Travel Expense Authority

The Board authorizes and budgets for payment of actual and necessary travel expenses incurred by any employee performing authorized services on behalf of the Academy.

The Superintendent or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. The Superintendent will establish reimbursement rates in accordance with law and Board policy, consistent with IRS guidelines.

(See Expense/Reimbursement Procedures)

An employee shall obtain approval from the Superintendent or designee prior to traveling.

The Trustees and Superintendent must obtain Board approval for travel expenditures.

The Superintendent may authorize travel expenses related to recruiting candidates for employment at JAA.

The Superintendent or designee may only approve travel requests in accordance with the adopted budget. Travel expenses shall be based on actual expenses as documented by receipts.

(See Expense/Reimbursement Procedures)

Authorization is given to Trustees and employees for reasonable travel expenses incurred in the course of performing their assigned duties and responsibilities, such as attending approved conferences, seminars, educational training, workshops, or other staff development opportunity. Further authorization is given to the Superintendent and Principal to attend consulting and recruiting trips on behalf of the Academy.

Reasonable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging, registration fees, and other incidental expenses.

JAA shall not be responsible for or reimburse personal travel expenses such as alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on Academy related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on Academy business.

(See Credit Card Procedures)

Travel Expenses

The following information shall guide Trustees and employees when they intend to seek reimbursement from John Adams Academy for actual and necessary business expenses.

Airfare

Airfare authorization is only given for coach or economy class tickets; first or business class tickets are not allowed under this policy.

Lodging

Choice of lodging shall be determined by convenience to the conference, seminar, or external meeting location within reasonable economic limits. Discounts or groups rates shall be used, if available.

Car Rental

The size of the car rental shall be appropriate to the number of individuals traveling in the group and the intended business of the group. Discounts or groups rates shall be used, if available.

Vehicle/Mileage

Vehicles should be shared whenever possible to minimize travel costs.

The reimbursement rate for use of personal vehicles shall be equal to the standard rate established by the IRS. Mileage will be calculated as the actual mileage incurred assuming a reasonable and direct route between origin and destination point is taken. Mileage is not reimbursable for travel between principal place of employment and home or for other personal purposes.

Other Transportation Expenses

Actual and necessary expenses for taxi, Uber, bus, shuttle, and tolls are reimbursable. Persons are expected to use hotel courtesy cars or shuttles where practical before using taxis or rental car services.

Meals And Gratuities

Trustees and employees may receive a daily per diem for meal expenses incurred each day of authorized travel based on current rates per the U.S. General Services Administration website¹.

Where food is provided at an authorized event, reimbursements for those meals is not approved.

(See Expense/Reimbursement Procedures)

Alcoholic beverages are not reimbursable.

Reasonable gratuities will be reimbursed with proper supporting documentation.

(See Expense/Reimbursement Procedures)

Trustees and employees are expected to eat at scheduled group meal functions rather than purchase their own food whenever possible.

¹ <https://www.gsa.gov/travel/plan-book/per-diem-rates> at time of board approval.