

**RESCIND BOARD REPORT 95-0726-EX6:
POLICY REGARDING THE PURCHASE OF FOOD AND/OR REFRESHMENTS
FOR CENTRAL AND REGIONAL OFFICE MEETINGS AND TRAINING ACTIVITIES
RESCIND BOARD REPORT 97-0827-PO3: PERSONNEL TRAVEL POLICY AND
ADOPT POLICY ON REIMBURSEMENT FOR WORK-RELATED EXPENSES**

PURPOSE:

In the past, the Chicago Board of Education ("the "Board") has had several different policies related to reimbursement for work-related expenses (see Board Report 95-0726-EX6 and Board Report 97-0827-PO3). This policy attempts to bring all categories (travel, intra-city travel, food and/or refreshments at meetings, and professional memberships) together.

HISTORY OF BOARD ACTION:

In 1995, the Board approved the Policy Regarding the Purchase of Food and/or Refreshments for Central and Regional Office Meetings and Training Activities (Board Report 95-0726-EX6). In 1997, the Board approved the Personnel Travel Policy (Board Report 97-0827-PO3), which broadly outlined travel policy approval procedures and appropriate travel purposes. With adoption of this policy, both Board Report 95-0726-EX6 and Board Report 97-0827-PO3 are rescinded effective immediately.

POLICY TEXT:

This policy applies to all employees in the Central Office and Area Instruction Offices and all employees assigned to satellite central office sites or citywide service units. If reimbursement will come from a grant fund, employees are to follow the specific grant policy.

I. Travel Policy

A. General

1. When an individual has occasion to travel on behalf of and for the benefit of the Board of 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.
2. 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
 - v. Participation in legal proceedings as determined or requested by the General Counsel
 - vi. Recruitment of personnel on behalf of the Board
 - vii. Meeting with bond rating agencies and other regulatory bodies
 - viii. Business meetings with non-local vendors

Travel that is an extension of an employee's job or assigned duties requires departmental approval only. Employees, however, will be held to the same standard of securing the most economical cost of travel and are to follow the same reimbursement procedures.

b) Travel to attend conferences:

Attendance at conferences, meetings, seminars, or training sessions where the topic is of critical interest to the Board, representation at the conference is in the interest of the Board, or the topic is related to an employee's professional development.

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

B. Travel Approval Procedure

1. Completed Requests for Approval with the department head's signature must be submitted to Human Resources at least eight weeks before the date of the conference or meeting.
2. Exceptions to the eight-week rule must be approved by the employee's department head.
3. If travel outside the 48 contiguous states is required, the employee must receive approval from the Chief Executive Officer or his/her designee.

C. Conference Fees

1. Reimbursement will be for all reasonable conference-related fees with appropriate proof of conference attendance and original receipts, where applicable.
2. Payment of registration fees should be made through the purchase order process. Every 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.
2. Ground Transportation (Taxis, Public Transport, Limousine Service)
 - a) Public transportation is encouraged.
 - b) Reimbursement will be for travel from the point of departure to the airport/station to the hotel and from the hotel to the airport/station to the point of arrival for the lowest cost means available.
 - c) Limousine service may be used if the cost is less than the cost of a taxi service or other means of transportation, or with prior approval from a department head.
 - d) Reimbursement does not include gratuity.
 - e) 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.
- b) "Per mile" reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance.
- c) Any personal vehicles 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 excess. The Board is not responsible for any physical damage to an employee 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 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 cost prohibitive, no other transportation is available or the ground transportation distance renders 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 accept the additional physical damage insurance offered by the rental company. Physical damage expenses related to any applicable deductibles will be covered by the Board. All incidents/accidents must be reported to the Board's Bureau of Risk & Benefits Management within 24 hours. All Board employees must wear seatbelts while in an automobile, van, truck, etc. while conducting Board business.
- d) Original receipts are required.

E. Lodging

- 1. Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available.
- 2. First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location.
- 3. Hotel lodging in the City of Chicago proper will not be reimbursed.
- 4. Hotel lodging in the Chicago Metropolitan area (Cook, DuPage, Will, McHenry, Kane and Lake Counties) will be reimbursed with prior approval of the employee's department head.
- 5. Original, detailed receipts are required.

F. Daily Rate for Meals

- 1. The daily rate allowance for between 4 to 8 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.
- 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. The travel must be directly related to an employee's job responsibilities. Factors the department head shall consider are: a) distance, b) need to transport materials, and c) other unique circumstances.
2. The department head shall only approve the less expensive option between taxicab fare and car usage, taking into consideration gas and parking fees.
3. No reimbursement shall be permitted for events of a purely social or political nature.

B. Personal Car Usage

1. Reimbursement will be for the "per mile" rate set by the Internal Revenue Service. The current rate is \$.365.
2. "Per mile" reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance.
3. Reimbursement shall be for mileage accumulated between Central/Area Office and field site or between field site and Central/Area Office. Travel from home to the first destination of the day and from the last destination of the day back home is not included in reimbursement.
4. Any personal vehicles 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 excess. The Board is not responsible for any physical damage to an employee 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 in an automobile, van, truck, etc. while conducting Board business.
5. Parking fees will be reimbursed for up to \$16 per segment of a trip with original receipts.
6. Parking fees must be justified by the employee's job responsibilities.

C. Taxi Cabs

1. Reimbursement does not include gratuity.

2. Original receipts are required.

D. Reimbursement Procedure

Employees must submit the Automobile Reimbursement Form with all original receipts attached within 30 working days.

III. Policy on Food and/or Refreshments for Meetings at Central and Area Offices

It is the general practice of the Chicago Public Schools to support and enhance all educational activities which are focused upon the improvement of student achievement. Therefore, it is the policy of the Board that no food or refreshments for central and regional office meetings and training activities can be purchased using Chicago Board of Education funds unless one of the following criteria have been met. For the purpose of this policy "food and refreshments" does not include water.

A. The proposal submitted to the funding agency must clearly identify the cost for food and /or refreshments and has received approval from the funding agency.

B. The funds utilized for purchase of food and/or refreshments for specific activities must be part of the provisions of a grant.

C. The food and/or refreshments must be funded by fees paid by the individuals participating in the activity and that portion of the fees allocated for food/refreshments must be identified.

D. All funds used to pay for food or refreshments must be properly approved prior to expenditure.

IV. Policy on Professional Memberships

A. A payment for membership in a professional organization requires that the membership be in the name of the Board or the title of the position, with individuals retaining such Board-sponsored membership only while the individual remains in the named position.

B. Payment for membership in professional organizations will be determined by department heads and approved by the Chief Executive Officer, taking into consideration the relevance of the organization.

Approved for Consideration:

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