

Travel

New Summit Charter Academy Policies and Procedures

Policy Name	<i>Travel Policy</i>
Policy Number	<i>DKC-NSCA</i>
Original Date	<i>October 15, 2018</i>
Last Reviewed	<i>July 1, 2021</i>
Category	<i>Business</i>
Author	<i>NSCA Board of Directors</i>
Approval	<i>NSCA Board of Directors</i>



POLICY REVISION HISTORY

Date	Revision Details	Revised By
October 15, 2018	Creation of policy	Board of Directors
July 1, 2021	Revised policy formatting to reflect the new school letterhead	Board Secretary

When traveling for New Summit Charter Academy's (NSCA) business, it is NSCA's policy to pay for or reimburse all reasonable and appropriate expenses necessary. The following guidelines govern these reimbursements:

- All travel must be pre-approved by the principal or supervisor.
- The person traveling is required to submit original receipts for all expenses, except for where obtaining a receipt would be unreasonable (e.g., parking meters).
- Meal expenses are limited to \$40.00 per day in state and \$60.00 per day out of state. If a conference includes lunch, then a lunch expense will not be allowed on that day. Partial days of travel will be reimbursed appropriately.
- NSCA does not reimburse for alcoholic beverages.
- NSCA expects the traveler to pay for meal and other travel expenses and then be reimbursed on their return. Travel advances will only be given in cases of hardship.
- For events **within** El Paso County, where NSCA is only paying a registration fee, complete an expense reimbursement request in SDS and attach all supporting documents. If requesting mileage reimbursement within El Paso County for the same event, complete the Mileage Claim Request and attach it to the Check Request in SDS so you may be reimbursed on one check or with payroll processing. Approval will be processed through SDS.

Airfare

As NSCA is not exempt from airfare taxes, you may make reservations at the least expensive available fare from any carrier. If you purchase your ticket online, print a copy of your receipt to attach to the Travel Expense Report.



Lodging

Contact the hotel at which you plan to stay. We will not pay or reimburse state sales tax on lodging within the state of Colorado. Therefore, it is best to make reservations through your principal or office manager using a Purchasing Card (P-Card) to make the purchase. See Sales Tax Policy.

Out of state hotels are not required to honor NSCA's tax exemption, taxes will be reimbursed.

Ground Transportation

Use of rental cars is pre-approved by a supervisor generally for out of state travel only. The car rented should be of appropriate size necessary for the business purpose.

If a NSCA credit card is used to pay the car rental, the employee should decline all additional coverage. If a NSCA credit card is not used to pay the car rental, the person renting the car should accept and agree to pay the additional fee for "Damage Waiver (DW)" or "Loss Damage Waiver (LDW)." This fee will be approximately \$10 to \$20 per day. NSCA does not reimburse renters for other insurances such as Personal Accident Insurance or Supplemental Liability Protection. If DW or LDW is only offered as a package with additional liability insurance, accept the lowest priced package.

In the case of an accident, please call NSCA Finance immediately. Receipts for rental cars and other ground transportation are required for reimbursement.

Personal Business

NSCA employees may not advertise or promote personal business ventures while attending conferences in the course of their employment at NSCA.

Failure to adhere to personal business policies may result in disciplinary action up to and including termination of employment.

