

**Administrative Procedure
Travel Expenditures/Credit Card Use**

The following procedures are issued in accordance with board policy DLC.

1. School building principals shall be responsible for student activity travel for their students including district employees or other adult sponsors accompanying the student group. Meal costs should not exceed the amounts specified in board policy.
2. The district credit card shall be utilized, where possible, for all commercial travel and lodging expenditures.
3. The district credit card shall not be utilized for, purchase of gasoline for personal vehicles.
4. The district credit card shall not be utilized for purchase of meals. A Travel Advance form may be completed to request cash advance for meals or other designated expenses for which the district credit card cannot be utilized.
5. All receipts for credit card expenditures and for any other expenditures (except meals) for which reimbursement is claimed must be presented before any payment will be made.
6. Travel claims should be completed and presented for payment within three (3) working days of return to the district. The completed travel claim must include:
 - a. the claim form completed, signed, and dated;
 - b. all credit card receipts with credit card, if applicable;
 - c. all other receipts for which reimbursement is claimed,

Approved: June 1982

Reviewed by Board of Education: 04/09/15