

## VENTURA COUNTY OFFICE OF EDUCATION

**SUPERINTENDENT POLICY NO. 3350**

**ADOPTED: 10/01/93**

**CLASSIFICATION: General Administrative Policies**

**REVISED: 06/01/01**

**07/14/15**

*(Combined former SP4133)* **10/31/22**

**SUBJECT: Travel and Credit Card Policy**

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The County Superintendent of Schools recognizes that staff may incur expenses in the course of traveling to perform their assigned duties and responsibilities. To ensure the prudent use of public funds, the County Superintendent or designee shall establish rules to keep such expenses to a minimum while affording employees a reasonable level of safety and convenience.

The County Superintendent of Schools shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the district, whether within or outside the county.

The County Superintendent of Schools or designee shall establish procedures for the approval of travel requests and the submission and verification of expense claims. Reimbursement rates shall be established in accordance with law and the IRS accountable plan regulations.

An employee shall obtain approval from the County Superintendent of Schools or designee prior to traveling. Travel requests may be approved in accordance with the budget and upon determining the travel is authorized or assigned by the employee's supervisor, is necessary to attend a conference or other staff development opportunity that will enhance employee performance, and/or is otherwise necessary to the performance of the employee's duties. Travel expenses not previously budgeted may be approved on a case-by-case basis by the County Superintendent of Schools or designee if it is determined the travel is essential and that resources may be obtained or redirected for this purpose.

All out-of-state travel for which reimbursement will be claimed shall be approved in advance by the County Superintendent of Schools.

Reimbursable travel expenses may include, but are not limited to, costs of transportation, parking fees, bridge or road tolls, lodging when VCOE business reasonably requires an overnight stay, meals as applicable, registration fees for seminars and conferences, telephone, wi-fi/internet and other communication expenses incurred while traveling for VCOE business, and other necessary incidental expenses.

The VCOE shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on

VCOE related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on VCOE business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by receipts.

Authorized employees shall be reimbursed for the use of their own private vehicles in the performance of assigned duties, on either a mileage reimbursement basis paid at the current IRS mileage allowance rate and filed on the appropriate mileage claim form.

Vehicles should be shared whenever possible to minimize travel costs. No employee shall be entitled to reimbursement for automobile travel when they are transported by another employee who is entitled to the mileage expense reimbursement.

Meal costs shall be reimbursed based on documented actual expenses within the maximum amounts established by the Administrative Regulation 3350 and based on the time of day that travel begins and ends.

All expense reimbursement claims shall be submitted on the designated form, within 10 working days following return from travel when possible. The form shall be accompanied by receipts and any explanation necessary to document that the expenses meet the criteria for reimbursement.

Expense claims shall be approved only upon verifying that all necessary documentation is provided and that all expenses are appropriate and related to VCOE business. If an expense claim is disallowed due to lack of documentation or inappropriate expenses, the employee may be personally responsible for any improper costs incurred.

Bank credit cards may be available to the Purchasing Department and to a limited number of employees, upon justification of need.

The Purchasing Department may utilize the credit card for those purchases requiring a credit card or that would otherwise be expedited through the normal purchase order process. This process will complement existing purchasing processes. It is not intended to bypass appropriate procurement procedures or business practices.

Credit cards assigned to individual employees may be used for any travel related expense, while on official business of the Ventura County Office of Education, to the extent the expense would have been reimbursable to the employee through the travel reimbursement policy. All authorized expenditures in this category shall comply with the authorized daily limits as stipulated in the travel regulation. Original receipts documenting the expenses incurred on a VCOE credit card shall be submitted promptly following return from travel. Personal expenses are not to be charged on a VCOE credit card, even if the employee intends to subsequently reimburse the VCOE for the personal charges.

Gasoline and other automobile related expense may be charged for rental cars, if the vehicle rental is in accordance with the approved VCOE travel. The credit card cannot be used for automobile

related expenses for a personal vehicle, as the mileage reimbursement rate is inclusive of all vehicle related expense.

Credit cards assigned to individual employees may also be used for the purchase of materials, supplies and equipment (excluding any product requiring a Material Safety Data Sheet or equipment costing \$500 or more) only when it is in the best interest of the organization and adheres to the procurement policy. Ordinarily all materials, supplies and equipment purchases will be processed through the Purchasing Department in order to assure compliance with standard purchasing practices, office standards, group purchasing discounts, and public contract code.

Assigned individual credit cards are subject to revocation for non-compliance with this credit card policy or any other related policy (travel, procurement, etc.), regulation, statute or code.

#### Legal Reference:

##### EDUCATION CODE

[42634](#) Itemization of expenses

[44032](#) Travel expenses

##### WEB SITES

Internal Revenue Service: <http://www.irs.gov>

(6/98) 8/13