

## Color-Coded Word Changes from Original to Updated EA Policy 3A.03.002

### Travel

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##### Purpose

Removed: The purpose of this policy is to establish procedures for authorization of travel by Excelsior Academy employees, officials, or agents who may be required to travel in fulfilling their official duties or in attending seminars, conferences or other professional or educational activities benefitting Excelsior Academy.

Added: The purpose of this policy is to establish clear procedures for authorization and reimbursement of travel by Excelsior Academy employees, officials, or agents. These guidelines ensure that all travel expenses align with Excelsior Academy's commitment to fiscal responsibility and are directly related to approved conference or professional development activities that benefit the institution.

##### Definitions

Removed: "Airfare" is defined as the costs incurred by an Excelsior Academy employee, official or agent to obtain common air carrier transportation services in order to participate in approved conferences or conduct Excelsior Academy business.

Removed: "Car rental" is defined as use of a non-personal, non-Excelsior Academy owned vehicle, for which a rental charge is imposed for use of the vehicle.

Removed: "Ground transfer" is defined as the costs related to transporting a traveler to and from airports or transportation terminals, whether by private or public carrier and the costs of parking private vehicles at transportation terminals.

Added: Airfare: The costs of air travel for approved conferences or Excelsior Academy business.

Added: Car Rental: Use of a rental vehicle for approved conference-related travel needs only.

Added: Credit Card Authorization Form: A document submitted to the hotel to authorize the use of Excelsior Academy's purchase/credit card for pre-approved charges without requiring the physical card at check-in.

Added: Ground Transfer: Transportation costs to and from airports or terminals, including ride-sharing and parking fees.

Removed: "Hotel accommodation" is defined as the costs of providing overnight lodging incident to an approved travel event.

Added: **Hotel Accommodation:** The costs of overnight lodging related to an approved travel event.

Added: **Mileage Reimbursement:** Reimbursement for personal vehicle use based on the IRS standard rate, calculated from Excelsior Academy or the traveler's starting location, whichever is shorter.

Added: **Registration:** Fees for registering an employee, official, or agent for an approved conference or event.

Added: **Travel:** Approved transportation to attend a conference or conduct Excelsior Academy business outside the regular work routine.

Removed: "Mileage reimbursement" is defined as the reimbursement for costs incurred by an Excelsior Academy traveler to transport themselves and/or others in a personal vehicle, other than a rental car or Excelsior Academy vehicle, to an approved conference or convention or to execute Excelsior Academy business.

Removed: "Per diem" is defined as a daily allowance paid to an employee, official or agent to cover expenses while working away from home.

Removed: "Registration" is defined as a fee paid or reimbursed by Excelsior Academy which registers an employee, official or agent to attend a conference or event sponsored by another private or public entity.

Removed: "Travel" is defined as using ground, sea or air transportation to attend a conference or convention or to execute Excelsior Academy business which is related to a traveler's work assignment yet is outside the customary work routine and away from the regular work assignment prescribed by the traveler's regular work assignment. Travel to such events may or may not require overnight lodging.

## Policy

It is the general intent of the Board of Trustees to fund or reimburse employees, officials, or agents for actual travel expenses which are approved through the Excelsior Academy travel request process.

Travel expenses related to pre-allocated budget allowances will be reimbursed up to the amount of the budget allotment. Reimbursements enumerated in this policy are intended to pay for job-related employee, official or agent expenses only.

This policy applies to all employees, officials or agents travel to conferences, conventions and approved travel undertaken for execution of Excelsior Academy business.

Removed: Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must secure a price quote from the State Travel Office and one other source for air travel. These quotes are to be forwarded to the Business Manager

and Director along with a brochure detailing any conference registration fee amount, dates, location and other information incident to the conference.

Added: Travelers are responsible for making their own travel arrangements and, in cases where air transportation is used, must secure a price quote from the State Travel Office and one other source for air travel. These quotes are to be forwarded to the Business Administrator and School Director along with a brochure detailing any conference registration fee amount, dates, location and other information incident to the conference.

This travel policy does not permit employees', officials', or agents' family members, friends or other travel companions to take trips which are funded or processed in anyway by Excelsior Academy funds. All travel expenses of family members, friends, or other travel companions must be paid directly from the personal financial resources of the employee, official or agent without being intermingled with Excelsior Academy financial transactions.

#### PAYMENT OF TRAVEL EXPENSES

Travel expenses are to be paid as follows:

Removed: Excelsior Academy Purchase/Credit Card: It is preferable that employees make their travel reservations and pay their travel expenses with their authorized purchase/credit card. Employees authorized to hold a purchase/credit card, may use their cards to make travel arrangements and pay travel expenses on behalf of other employees when those employees do not hold a purchase/purchase/credit card and the travel is approved by the Director.

Added: Excelsior Academy Purchase/Credit Card: It is preferable that employees make their travel reservations and pay their travel expenses with their authorized purchase/credit card. Employees authorized to hold a purchase/credit card, may use their cards to make travel arrangements and pay travel expenses on behalf of other employees when those employees do not hold a purchase/purchase/credit card and the travel is approved by the employees School Director.

Removed: If the traveler does not have an Excelsior Academy purchase/credit card and their supervisor will not travel with them or does not hold a purchase/credit card at the time the travel request is submitted, the request should indicate that registration, airfare and hotel payments are to be paid by check to the traveler. Checks for registration and airfare will be issued as soon as the travel request is approved.

Added: If the traveler requests use of an Excelsior Academy purchase/credit card, the school will complete the necessary arrangements to cover expenses such as registration, airfare, and hotel costs as soon as the travel request is approved. For hotel accommodations, Excelsior Academy will submit a Credit Card Authorization Form directly to the hotel, allowing the school's purchase card to cover authorized charges without requiring the traveler to present a school card at check-in. This authorization will apply to approved

expenses only, with any personal charges or unauthorized costs being the responsibility of the traveler.

Added: Travel arrangements must be made according to the guidelines set forth in this policy. Any exceptions, such as approval for rental car use, extended stays, or deviation from preferred hotel proximity, require prior approval from the Executive Director and Business Administrator.

Reimbursement: Travelers may purchase pre-approved travel (including airfare, car rental, ground transfers, conference registration, etc.) using personal funds and submit for reimbursement using the regularly established reimbursement procedures for all other purchases. Reimbursement will not be made for travel that was not approved by the School Director through the travel request process.

Added: REIMBURSEMENT OVERVIEW

Added: Reimbursement of travel expenses will follow Excelsior Academy's established guidelines. Only approved, job-related expenses incurred during travel for authorized events will be reimbursed. Travelers must submit itemized receipts for eligible expenses, and all reimbursements will exclude personal items, excessive charges, and non-reimbursable categories as outlined in this policy.

## MEALS

Removed: Travelers may receive reimbursement for meals they purchase during approved travel according to the following schedule:

Removed: If traveling between 6 AM and 10 AM, an allowance of \$10 for breakfast

Removed: If traveling between 11 AM and 2 PM, an allowance of \$15 for lunch

Removed: If traveling between 4 PM and 8 PM, an allowance of \$25 for dinner

Removed: Travelers will be reimbursed for actual expenses, including tax and gratuity, for meals when traveling during the entire time frame noted above up to the dollar limits listed. Reimbursement for alcoholic beverages is not allowed by state guidelines.

Removed: Upon approval by the Business Manager or Director, Per Diem may be distributed when travel requires overnight stay. Per Diem will be allocated at \$50 per day.

Added: Meals will be reimbursed based on actual expenses when a valid receipt is submitted, following these general time frames:

Added: Breakfast: If traveling between 6 AM and 10 AM

Added: Lunch: If traveling between 11 AM and 2 PM

Added: Dinner: If traveling between 4 PM and 8 PM

Added: Travelers will be reimbursed for meals based on these travel periods, with itemized receipts required. If a hotel provides complimentary breakfast or if a conference provides meals (such as lunch or dinner), travelers will not be reimbursed for those specific meals. Alcoholic beverages remain excluded from reimbursement.

Added: Food delivery services (such as UberEats, DoorDash, etc.) are not reimbursable under this policy. Travelers should dine at restaurants or venues in person to be eligible for meal reimbursement.

## AIRFARE

When securing airfare rates, travel coordinators should always contact the Utah State Travel Office to obtain a price quote. State travel rates usually include travel insurance, and allow the traveler to change itineraries without penalties. Obtaining this price quote also provides the traveler a basis for judging the suitability of other rate quotes.

Air transportation is limited to air coach or tourist class. When special and reduced fares are available, they should be secured unless doing so will leave Excelsior Academy at risk because of the loss of insurance coverage or unduly open Excelsior Academy to the potential of financial damage.

## GROUND TRANSFER ALLOWANCE

Removed: When air transportation is approved, a ground transfer allowance is provided for taxi or van service, and parking of personal vehicles at transportation terminals. Purchase/credit cards are not to be used to pay ground transfer expenses. Travelers should pay expenses as they occur and submit for reimbursement using the regular reimbursement request process.

Added: When air transportation is approved, a ground transfer allowance is provided for transportation services such as taxi, van, ride-sharing services (e.g., Uber, Lyft), and parking of personal vehicles at transportation terminals. Travelers are encouraged to use the most cost-effective option available.

Added: Travelers should pay for ground transfer expenses as they occur and submit itemized receipts for reimbursement using the regular reimbursement request process. Purchase/credit cards are not to be used to pay for ground transfer expenses. Reimbursement will only be made for necessary and reasonable expenses incurred while traveling to and from airports or transportation terminals.

## Added: GRATUITY

Added: Gratuities are reimbursable up to a maximum of 18% of the total bill for services such as meals or ground transportation. Any gratuity exceeding 18% will not be reimbursed by Excelsior Academy. Travelers are responsible for covering gratuities that exceed this limit using personal funds. Itemized receipts should clearly show the gratuity amount for reimbursement purposes.

## HOTEL ACCOMMODATIONS

**Removed:** Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the funding budget director and the business administrator.

**Added:** Hotel accommodations are approved for the number of days a conference is in session, less one. One additional night of hotel accommodations is approved when an additional travel day is required prior to a conference. A second additional night of hotel accommodations is approved when an additional travel day is required after the conference concludes. Other additional days of hotel accommodations will be allowed only when approved in advance of the conference start by the Executive Director and the Business Administrator.

**Added:** Travelers should secure hotel accommodations within one mile of the event location whenever feasible, to minimize additional travel expenses and time. Exceptions may be approved if rates within this radius are significantly higher or if no suitable accommodations are available.

**Added:** Hotel accommodations should be secured at a rate that is within the federal government per diem rate for the area, or a similarly reasonable corporate rate. Travelers must submit itemized hotel receipts showing the daily room rate, taxes, and any additional charges. Failure to submit an itemized receipt may result in non-reimbursement of those expenses.

**Added:** Hotel accommodations may be paid using Excelsior Academy's purchase/credit card upon request. If travelers use Excelsior Academy's purchase/credit card to secure hotel accommodations and are charged for any additional room service, fees due to damages, theft, video rentals, or other personal expenses, the traveler will be responsible for reimbursing Excelsior Academy for such costs.

**Added:** Extended stays are allowed if travel arrangements necessitate early arrival or late departure. An additional travel day will be considered necessary if flights depart before 8 AM or arrive after 8 PM.

**Removed:** Travelers shall secure hotel accommodations at a daily rate which is reasonable for the area, and should consider other factors affecting overall travel cost, including distance from the hotel to the conference or event location, the availability of meals, shuttle or transfer service, etc.

**Removed:** A traveler may elect to stay with friends or relatives or use personal abodes, campers or trailers instead of staying in a hotel. When using these kinds of overnight

accommodations, the traveler will request and receive approval for alternative lodging and associated expenses prior to approval of the travel request.

Removed: Hotel accommodations will be funded only once per conference. Hotel designation payments will not be paid when hotel accommodations are included as a portion of the conference fees.

Removed: If a traveler receives a prepayment check for hotel expenses and they or another

Removed: Excelsior Academy employee, official or agent pays the charges with an Excelsior Academy purchase/credit card; the prepayment check amount must be refunded to Excelsior Academy.

Hotel expenses will not be paid by any Excelsior Academy entity for conferences which are less than 100 miles from Excelsior Academy's primary facility.

#### MILEAGE REIMBURSEMENT

Any mileage reimbursement must be submitted through the Travel Request Process and will be approved at the discretion of the administration. Mileage is calculated from Excelsior Academy's primary facility or traveler's starting location, whichever is shorter, to the destination and back, using Google Maps or MapQuest as verification. All mileage approved will be reimbursed based on the IRS standard rates.

#### RENTAL CARS

Removed: Rental cars are not allowed without prior approval from the School Director. All requests for rental cars must be included in Excelsior Academy travel requests.

Added: Rental cars are not allowed without prior approval from the Executive Director. All requests for rental cars must be included in Excelsior Academy travel requests.

Removed: When rental cars are approved, only actual documented expenses will be funded or reimbursed by Excelsior Academy.

Added: Rental cars should only be used for conference-related needs. Personal use of the vehicle, including fuel costs, may not be reimbursable without explicit approval from the Executive Director.

#### EXCESSIVE CHARGES

Removed: Excelsior Academy will not fund any travel expenses which are unrelated to the approved travel purpose. Excelsior Academy travelers will be required to reimburse Excelsior Academy for travel charges which are unrelated to the travel purpose or which are determined to be excessive.

Added: Excelsior Academy will not fund travel expenses deemed unrelated to the approved travel purpose or in excess of reasonable costs. Travelers may be required to reimburse Excelsior Academy for expenses determined to be unnecessary or excessive.

References:

Policy Review Schedule (Reviewer):

Policy Monitoring Schedule (Monitor):

Document History:

Adopted: Previous to May 2009

Amended: September 30, 2009 – mileage reimbursement section clarified to define 100 miles “round trip”

Amended: January 27, 2010 – Exclude alcoholic beverages from reimbursement

Amended: December 6, 2011 – Changed the mileage reimbursement section.

Amended: December 17, 2012 – Changed the meal reimbursement section.

Amended: March 15, 2103 – Changed meal reimbursement section.

Amended: April 11,2014: Changed mileage reimbursement from .33 to .43.

Amended: January 20, 2021: added “reimbursed based on the IRS standard rates” and took out cents.