

Expense Reimbursement Regulation

The District shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school related business upon receipt of a completed expense voucher with available itemized receipts along and in accordance with the approved attendance form. Tax exemption certificates shall be issued and utilized as appropriate. The following rules shall guide the reimbursement of school related travel expenses:

Transportation

- Transportation costs are allowable only if they are actual and necessary, authorized and intended for school educational business purposes.
- If travel is by private automobile, mileage shall be reimbursed only if it is actual and necessary, authorized and intended for school educational business purposes. Mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if they are actual and necessary, intended for school educational business purposes, and authorized in advance. Receipts must be attached.
- Air travel shall be reimbursed at the regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.
- To obtain reimbursement for mileage, authorized employees must submit a Mileage Reimbursement Form, which must indicate the date, the location (s) to which the employee travels, the purpose of the travel, the mileage, and required supervisory approval. No reimbursements may be made for estimations of monthly mileage or mileage logs indicating only the total monthly mileage. Undocumented mileage will be presumed not to have occurred.

Lodging

- Persons traveling on district-related business are expected to secure their necessary hotel accommodations either at the government rate, the current published rate by the General Services Administrative (GSA) or at a rate as close to the GSA as possible. In the event such persons are unable to secure the government rate or a rate at or below the GSA rate, they shall be required to obtain written permission from the Superintendent

of Schools before traveling on District-related business and staying in such hotel accommodations.

- To obtain reimbursement, the claimant must complete and sign an expense voucher and attach all receipts and other expense documentation and for overnight trips, a copy of the approved Conference Attendance Request Form. Documentation should be submitted to appropriate administrator, as required by these *Expense Reimbursement Regulations*.

Meals

Meal charges, including sales tax and gratuities, for persons traveling overnight for district related business shall be reimbursed at a per diem rate as follows:

- Breakfast \$20.00 per day
- Lunch \$25.00 per day
- Dinner \$40.00 per day

Personal Expenses

The district does not reimburse persons traveling on district related business for personal expenses.

Statement of Employee Responsibility

Employees of the District must strive to conserve the District's financial resources. Therefore, employees requiring travel for school business must plan their travel as early as possible in order to get the lowest possible air fare, lodging and transportation rates. Additionally, no travel expenses shall be reimbursed for the travel of the School District employee's spouse if such person is not also engaging in such travel for the authorized school business purposes of the District. The Superintendent of Schools may develop additional procedures to administer this policy as it pertains to School District employees. Employees should reference expenses reimbursement regulations for additional regulations of travel expense reimbursement.

Adopted: 03/13/2017