

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 within a reasonable amount of time upon receipt of a completed voucher with itemized receipts along with approved attendance form. The following rules shall guide the reimbursement of school-related travel expenses:

Transportation

- Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, 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 authorized by the Superintendent in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed 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.

Lodging

- Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will only reimburse for actual lodging fees not to exceed federal reimbursement rates for mileage and incidental expenses.
- When the rate is pre-determined by the organization sponsoring the event, the traveler shall secure a room rate at no more than the pre-determined rate. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) prior to the stay.

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be no more than:

- Breakfast \$10.00
- Lunch \$15.00
- Dinner \$41.00

For attendance at conventions or workshops where prices for meals are fixed, the district will pay the cost of such meals. For travel status, no receipts are necessary.

Travel Status is defined as attending a meeting or conference more than 35 miles from the school district. For a full day's reimbursement for meals, you must be in overnight travel status and eligible for both breakfast and dinner. This follows the State Comptroller's guidelines. (October 1998 Traveler's Guide)

Personal Expenses

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

Reimbursement Timeline

District employees, officials, and Board of Education members must submit any and all allowable/approved expense reimbursement paperwork to the Business Office within 60 days of completion of the trip or engagement. All estimated expenses must be documented on the conference request form prior to approval. Mileage reimbursement attributable to business travel in or outside of the district must be submitted to the Business Office monthly (by the first of the month).

All reimbursement claims must be received by the Business Office by June 27th for end of year closing.

First Reading: May 9, 2005
 Adoption Date: June 13, 2005
 Amended: December 11, 2006
 Amended: February 12, 2007
 Amended: September 10, 2007
 Amended: November 14, 2011