

EXPENSE REIMBURSEMENT

School district employees, officials and members of the Board of Education will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school related activities.

The Board, by majority vote, shall determine and approve which meetings and conferences may be attended by Board members and the Superintendent of Schools.

The Superintendent shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses of this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expenses documentation, together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the appropriate administrator, and after such claim has been audited and allowed.

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, the traveler may either obtain a school gasoline credit card or mileage shall be reimbursed at the level approved by the Internal Revenue Service for business travel, whichever is most economical. Parking and tolls will also be reimbursed with appropriate receipts, but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) 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 reimburse for actual lodging fees up to a maximum lodging fees set by the federal government for that location.
- 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 notwithstanding what the federal travel reimbursement rate is. 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 as follows:

Breakfast: Up to \$10.00

Lunch: Up to \$15.00

Dinner: Up to \$30.00

- Said meals will be reimbursed only when travel commences with the individual(s) leaving their homes or the District on or before 7:00 a.m. and arriving at their homes on or after 6:00 p.m.
- Meal reimbursements may not be combined or reconfigured.
- When the meal is part of an event or convention where the price is already set, the approval will be by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) prior to the event or convention.

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.

Student Related Reimbursements

In the instance where students are traveling for district related activities, the expenses will be approved by the Superintendent on a case by case basis in advance of the activity.

Sales Tax

In all instances, sales tax is not reimbursed. Tax exempt certificates will be made available to all travelers and must be presented to avoid state sales tax.

First Reading: November 14, 2005

Second reading: November 28, 2005