

Board of Education Policy

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 an expense voucher with itemized receipts or other expense documentation, along with a copy of the approved purchase order, Request for Professional Visitation or Conference Day form and evaluation report (if required). 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 a bus, train, or plane. Time constraints will be considered when various methods are considered for approval.
- If travel is by private automobile, mileage shall be reimbursed at the level approved by the Board of Education for business travel. Parking and tolls will also be reimbursed 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 or the Superintendent (or designee) 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 the maximum lodging fee set by law for that hotel 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. Hotel accommodations at a rate other than the most reasonable rate, federal reimbursement rate or a pre-determined rate described above will be reimbursed only if approved by the Board (for members of the board and the Superintendent) and the Superintendent or his/her designee (for all others) prior to the stay.

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Meals (Maximum Allowances)

Reimbursable meal charges, including gratuities, for persons traveling for District-related business shall be as follows:

- Breakfast \$10.00 per day
- Lunch \$15.00 per day
- Dinner \$40.00 per day

Personal Expenses

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

Adopted: 01/27/2010
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