

### **EXPENSE REIMBURSEMENTS**

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly filled out and approved voucher with such supporting receipts as required by the Administrative Procedures. Such expenses may be approved and incurred within the limits of budgetary allocations for the specific type of expense.

When official travel by personally owned vehicle has been authorized, mileage payment is made at the rate currently approved by the Board and within the limitations of Ohio law.

A traveler on official school business is expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

#### **Procedure for Reimbursements**

Every request for reimbursement (except a mileage reimbursement) must be accompanied by an authentic receipt. A credit card charge slip is not an authentic receipt, because the receipt must show the individual items purchased. Anyone who cannot present an authentic receipt will not be reimbursed, regardless of who that person is.

Reimbursement requests are valid if prior approval and a purchase order were obtained, prior to the date of expenditure, for parking, highway tolls, allowable meals, hotel, and other directly related expenses for school business. Payment will not be made if the purchase order is dated after the date of the receipt.

Reimbursement for mileage is to be evaluated to determine if the total miles submitted is reasonable. This will be the only reimbursement made without a receipt, but evidence must be available that the trip was actually made, such as a hotel bill at the destination or other receipts from the destination vicinity.

As is true in other procedural situations, this procedure must not be compromised. This procedure is in accordance with audit standards.

LEGAL REFS.: O.R.C. §§3313.12; 3313.20; 3315.15

Adopted: August 12, 2014