

EXPENSE REIMBURSEMENTS

District personnel and members of the Board who incur expenses in carrying out their authorized duties are reimbursed by the district to the extent provided for in this policy. Reimbursement is intended to provide for mileage, lodging and food of reasonable and adequate quality. When traveling on school business, district personnel are expected to use the same care in incurring expenses that a prudent person would exercise on personal business.

Meals

Only meals that are part of a prior approved overnight stay shall be reimbursed. The Board shall reimburse up to \$40.00 per day and not more than \$25.00 for dinner. All claims for meals must be supported by original receipted bills. Reasonable tip will be considered for reimbursement.

Mileage

The Board shall pay the current IRS per mile rate to employees engaged in District business as defined by IRS regulations or guidelines.

Fees

The Board shall reimburse district personnel for toll road charges and parking fees. Registration fees are reimbursable with a valid proof of attendance.

Unauthorized expenses include, but are not limited to, the following:

1. Alcoholic beverages
2. Room service / movies / pay TV
3. Fines for traffic or parking violations
4. Lodging/food for district personnel's spouse, family members, domestic partner, or guest