

### **EXPENSE REIMBURSEMENTS**

District personnel and members of the Board who incur expenses in carrying out their authorized duties are reimbursed by the district as a result of authorized travel in and outside of the district and will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, 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.

#### Authorization

Travel within or outside the district is to be authorized by the building administrator, Superintendent or the Board President (for Board member travel only).

#### Procedure

1. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
2. Under normal conditions, officers and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
3. Travel should be by the most direct and economical route.
4. For official travel other than by automobile, tickets may be purchased by the district in advance, upon request of the individual involved.
5. In all instances of travel reimbursement, itemization of expenditures is required.
6. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

#### Reimbursement

1. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on forms provided for that purpose.
2. Travel outside the district will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare

between conference destination and terminal upon arrival and return is allowable with receipt.

3. Lodging will be reimbursed at a reasonable per diem rate, and meals will be reimbursed at a rate not to exceed the IRS established rate, only when a district employee is away from home for a trip that requires an overnight stay (i.e., seminars, meetings, etc.). The cost of meals provided during a business meeting will be reimbursed only if the Superintendent or designee provides prior approval, and the meeting has a clear business setting and is directly related. All claims for meals must be supported by original receipted bills.
4. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls and reasonable tips (no more than 15% of the subtotal) will be made upon presentation of supporting receipts.
5. Registration fees are reimbursable with a valid proof of attendance.
6. In order to receive the appropriate sales tax treatment, employees and Board Members need to obtain the tax exemption documents from the Treasurer's office before registering at the hotel. Sales tax on hotel bills are not reimbursable.
7. At not time will the district reimburse any part of a receipt that includes an alcoholic beverage.