

EXPENSE REIMBURSEMENTS

The Board of Education may only make expenditures of public funds if the expenditure is for a valid public purpose. Expenditures are for a valid public purpose if the expenditure is required for the general good of all District inhabitants. Second, the primary objective of the expenditure must be to further a public purpose, even if an incidental private end is advanced.

The expenditure of public funds for alcoholic beverages is not a proper public purpose. Therefore, neither Board members nor District staff will be reimbursed for alcoholic beverages.

Further, the Auditor of State has concluded that if prior authorization has been given for an expense, the Auditor will not question an expense reimbursement in the course of an audit for coffee, meals, refreshments or other amenities unless there is a clear indication that the reimbursement is arbitrary or incorrect. For this reason, the Board establishes the following expense reimbursement limits. The Board will reimburse for meals as long as original, itemized receipts are presented with reimbursement form. The maximum per-day/per-meal allowance includes a twenty percent (20%) gratuity. Reimbursement will not be made if meals are included in the registration fee.

Breakfast:	\$13.00
Lunch:	\$19.00
Dinner:	\$34.00

The Board will reimburse for lodging based on the conference or “group” rate. However, exceptions may be made in extenuating circumstances as determined by the Treasurer. Employees must ask for the government or “group” rate for lodging and be sure to obtain an itemized, dated receipt to send to the Treasurer’s office.

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

Adopted: April 22, 2019