

REIMBURSEMENT FOR EXPENSES

P6830

Board members shall be reimbursed at the same rates established for district employees according to the regular policy for expenses involved in carrying on the business of the school district.

EXPENSE REIMBURSEMENT

School district employees, officials, and members of the Board of Education will be reimbursed, within limits established by the annual school budget, for reasonable out-of-pocket expenses for school-related activities.

Faculty and staff expenses necessary for travel, meals and lodging shall be reimbursable up to limits set by contractual agreement. All such expenses shall be pre-authorized by the Superintendent of Schools, or his/her designee in compliance with limits set by available budget appropriations. There will be no reimbursement for sales tax expenditures, but tax exempt certificates will be issued and may be utilized as appropriate. There will also be no reimbursement for the purchase of alcoholic beverages, entertainment, more than one personal phone call per day, or for other expenses of a personal nature.

To obtain reimbursement for travel related costs, the claimant must complete and sign an expense voucher which will describe specific expenses for which reimbursement is sought. Reimbursement of other costs (such as purchase of materials) may be requested using the standard purchase order draft. All reimbursable expenses must be approved by the administrator responsible for the budget code to which expenses will be charged. Where conferences are involved, an approved conference request form indicating the prior approved expense amount shall be attached. Except for travel mileage, which will be reimbursed at the IRS rate, all requests for reimbursement must be accompanied by receipts. Hotel reimbursement will be at the conference rate. Hotel limits for non-conference stays will not exceed federal reimbursement rate unless authorized by the superintendent or designee to accommodate regional rate differences. Travel arrangements must consider the distance to the activity when requesting approval. Travel within the state normally requires travel by land transportation unless authorized by the superintendent. When school vehicles are used, gasoline receipts are to be provided for reimbursement.

Authorization of reimbursement for meals will be up to the federal government established/recommended rate, not to exceed \$75 a day, unless higher costs are included in conference registrations.

Requested reimbursement shall not exceed prior authorized expense limits. All requests for reimbursement must be made no later than July 1 for expenses incurred at the end of the school fiscal year unless the Assistant Superintendent for Support Services authorized payment beyond this time frame.

Reviewed March 2008
Renumbered from P9540 – September 2015

Revised October 2012
Renumbered from P3730 – September 2015