

EXPENSE REIMBURSEMENT REGULATION

The district shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with approved attendance form. The following rules shall guide the reimbursement of school-related travel expenses:

Day Travel

When an employee engages in travel which does not result in overnight travel, only transportation and registration costs are eligible for reimbursement. Reimbursement for lodging is generally not permitted in these travel situations unless it is necessary to complete school district business.

Overnight Travel

Payment for overnight lodging is permitted for overnight travel which is necessary for the performance of school district business. Lodging costs shall be reimbursed at a rate not in excess of the rate charged by the convention/event hotel. When a Board member, district official or employee engages in overnight travel, that individual may also be reimbursed for meals, registration costs, sundry expenses and incidental office expenses, as defined below, but not for personal expenses.

Transportation

Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.

Personal Vehicle - In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for district approved travel. Employees may be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Tolls and parking may also be eligible for reimbursement. Fuel, repairs, maintenance and vehicle fluids are not reimbursable.

Teachers who are required, in the normal course of their work, to use their automobiles for transportation from one building to another will be paid a flat mileage allowance. The IRS allowance per mile shall be given for use of personal automobiles for field trips and other district business. No mileage reimbursement shall be paid in connection with conferences or meetings held in district facilities, even if in a building in which the teacher does not normally work.

Rental Vehicle - Although the use of rental vehicles may be necessary when travel is required out of the area for school-related purposes, rental vehicles are generally not permitted for local travel. Vehicle rental charges for travel out of the area incurred by Board members, district officials or employees may be submitted for reimbursement provided such expense is approved in advance, is necessary for conference attendance, and is reasonable in cost. Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.

Airline and Railroad Travel (Long Distance) - Transportation by airline or railroad may be reimbursed or paid for by the district only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The district shall carefully consider alternatives to overnight travel prior to authorization. The most economical and practical means of transportation should be selected. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board member, officer or employee health and safety, the cost of officer or employee time and the impact on the Board member's, official's or employee's ability to efficiently conduct district-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel shall be reimbursed at the lowest feasible fare available and shall not exceed regular coach class fare. Travel arrangements should be made as soon as reasonably practicable so as to avoid payment of a higher fare due to a late booking.

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be the IRS Per Diem rates (www.gsa.gov/portal/content/101518) for that location.

Detailed bills must be submitted to justify reimbursement of meal expenses. A credit card receipt which does not show the individual items comprising the total will generally be insufficient to warrant reimbursement, unless the Business Office determines that a detailed check or bill was not available. The cost of any alcohol shall not be reimbursed under any circumstances.

Reimbursable Expenses

Conventions, Seminars, Conferences - Registration, workshop and other fees as itemized in the conference literature will be reimbursed at actual cost, if not prepaid by the district. Costs for nonessential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the district.

Tipping and Gratuities - reimbursement for customary and reasonable tips and gratuities such as at lodging establishments, restaurants and for transportation services is permitted. If possible, documentation shall be provided, even if only a hand-written notation.

Miscellaneous Other Services

A Board member, district officer or employee, when traveling for district business or under other circumstances, may be required to use fax, express mail, photocopying, postage, internet access or other incidental office services. These expenses are reimbursable if for official district purposes only. The Board member, district officer or employee must document the date, time and purpose and provide receipts.

Personal Expenses

The district does not reimburse persons traveling on district-related business for personal expenses including, but not limited to, pay television, hotel health club facilities, alcoholic beverages, theater and show tickets, and telephone calls and transportation costs unrelated to district business.

Parking and Traffic Violations

Any fines and/or penalties associated with a motor vehicle violation which were incurred during district-approved travel are the responsibility of the Board member, district officer or employee, and are not reimbursable.