

## **EMPLOYEE EXPENSE REIMBURSEMENT REGULATIONS**

### **1. Purpose**

- 1.1 To establish the policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by employees in the performance of official and necessary School business.
- 1.2 Policies and procedures governing the reimbursement of travel other reasonable expenses incurred by employees in the performance official and necessary school business.

### **2. Authorization and Approval of Travel and Reimbursements**

The CEO is responsible for authorizing travel on necessary and essential School business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.

- 2.1 The CEO is responsible for authorizing travel on necessary and essential School business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been on travel status.
- 2.2 Expenditures for out of town travel require the approval of the CEO in advance of such travel. Expenditures for out of town travel of the CEO and Principal require the approval of the Board of Trustees.
- 2.3 Expenditures in excess of the limitations established in these procedures will be approved only if fully documented and a review of the circumstances indicates that such expenditures were necessary and in the best interests of the School. Approval of the CEO is required.
- 2.4 Conference Participation:
  - (a) Participation in any one conference will be limited to a number such that there shall be substitute teacher coverage during the period of conference attendance.

## 2.5 Request for Reimbursement

- (a) Employees will be reimbursed for approved expenditures within the policies and limitations established herein. Employee Expense Reimbursement will be requested on a form to be provided by the school for routine or out of state travel. Receipts for transportation, hotel accommodations, taxi fares, tolls, etc., must be obtained and attached to the form.
- (b) All requests for reimbursement of travel expenses are subject to review by the Board Treasurer to determine the official nature of the expenditure and the propriety and reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed.

## 2.6 Reimbursable Expenses

- (a) Travel within city should be submitted for reimbursement on a monthly basis.
- (b) By Automobile:
  - (1) The shortest distance to the destination should generally be taken. Exceptions may be made when expressways or other highways are more convenient or require less time. Records must be kept of the distances between stops so that entries on the Reimbursement form will be accurate. In listing trips, indicate the start destination (school/location) of each trip and the miles covered. Show the total reimbursable miles covered for the day in the prescribed block, rounding the total to the nearest mile. A mileage reimbursement rate equal to the amount allowed by the Internal Revenue Service. Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are not reimbursable with respect to the regular or normal work location.
  - (2) Mileage reimbursement will not be granted for the first stop of each workday or for the trip home from the last work location of the day. These two trips are equivalent to going to work and returning home after work each day and are not reimbursable. Mileage after the first stop through the last official stop of the day is reimbursable.

- (c) Travel via public transportation:
  - (1) Generally, the least expensive mode of travel should be used. Enter the total fares for the day in the amount column on the reimbursement form. The cost of travel to and from home and an employee's school or office is not an allowable expense.

(d) Meals While in Travel Status

- (1) Meal allowance will be made for travel of over four (4) hours. All meals while on travel status are reimbursable, without documentation, at the following rates (taxes and tips included):

Meal Allowances:  
Breakfast \$ 5.00  
Luncheon 10.00  
Dinner 20.00  
Total Per Day \$ 35.00

Meals that are part of an official function (conventions, etc.) will be reimbursed in the amount actually expended and should not be included in the meal allowance. A receipt must accompany the reimbursement request for such meals. Meals that are included in the registration fee should not be included in the request for meal allowance.

2.7 Other Expenses:

- (a) Telephone costs in the conduct of official business are reimbursable.
- (b) Valet expenses (dry cleaning, laundering) and other such personal expenses are not reimbursable.
- (c) Reasonable tips for carrying luggage at place of lodging will be allowed.
- (d) Use of a rental car is not reimbursable unless it can be shown that it was essential in the conduct of the official business and/or in the best interests of the School. Approval for use of a rental car must be secured in advance of travel.
- (e) Upon conclusion of travel, and within ten (10) business days, a reimbursement request form must be completed and signed by the CEO.

- (f) Additional requests for travel will be denied to an employee who has not submitted in a timely fashion.

## 2.8 Vacation Preceding/Following Travel

- (a) When an official period of travel is preceded or followed by an approved employee vacation or other non-work day, only such expenses that are an integral part of the official travel may be charged.
- (b) Transportation costs will be reimbursed up to the approved value of the roundtrip cost to and from the point of destination of the official travel.