

REIMBURSEMENT PROCEDURES

All requests for reimbursement of approved expenses shall be made in accordance with the following procedures:

Obtaining Permission to Travel

For all in-state and out-of-state travel, a purchase request form must be completely filled out and submitted for approval. Employees must submit this form prior to the requested travel.

Attending Professional Meetings or Conferences

Employees are not eligible to receive reimbursement for expenses incurred while attending professional meetings, conferences, seminars, and workshops unless approved in advance by the superintendent or designee. (See policy DED-R5.)

Obtaining Reimbursement for Travel Expenses

Each employee/board member must submit his/her own claim for reimbursement.

All reimbursements will be made based on a travel claim form to be submitted monthly. All claims for the current fiscal year must be submitted on or before July 5th of the succeeding fiscal year.

All requests for reimbursement for in-state and out-of-state travel shall be submitted on a travel claim form.

Travel Reimbursement for Prospective Employees

A prospective employee may be reimbursed for travel expenses incurred when traveling to and from the school district to be interviewed for employment. Guidelines for reimbursement will be the same as for district employees.

Prepaid Expenses

In most cases, prepayment of airline tickets and registration fees by purchase order will be done by the superintendent's office. However, copies of the airline ticket and other evidence of prepayment shall be attached to the reimbursement request and noted in the space provided on the travel claim form.

Reimbursable Expenses

1. **Airfare:** The cost of coach class airfare. A copy of the ticket showing payment by the district or the individual is required.
2. **Rail/Bus Fare:** Actual cost, not to exceed coach class airfare. A copy of the ticket showing payment by the individual is required.
3. **Personal Automobile (In-state):** Mileage rate approved by the board, measured from normal place of duty to the meeting place and return to normal place of duty.

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4. Personal Automobile (Out-of-state): The lesser amount of travel expense based on the approved mileage rate or the lowest airfare available.
5. Lodging: Actual cost. An itemized hotel bill/receipt is required. (Honor bar, personal telephone calls, movies, etc. are not allowable items.) The rate approved is based on single room occupancy unless approved otherwise by the superintendent or designee.
6. Registration Fees: Actual cost. A receipt is required.
7. In-city Transportation (Taxi/Limousine): Actual cost. A receipt is preferred, if available. If a receipt is not available, a written statement, including the trip destination and amount paid, will be required for reimbursement.
8. Toll Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.
9. Parking Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.
10. Miscellaneous: Actual cost. A receipt is required.
11. Rental Car: Actual cost. A receipt is required. Advance approval of the superintendent or designee is required.
12. Food: Actual cost. A receipt is required. The board may approve per diem rates not to exceed the amounts allowable by state law.
13. Planned Meal Functions that Exceed Maximum Approved Rates: If conference arrangements require attendance at a planned function that exceeds the maximum rate allowed, the rate may be increased for that day when proper documentation or a receipt is provided and if approved by the superintendent or designee.