Expense Reimbursement Regulation For District Employees

A. *Prior Approval of Travel-Conference Requests*

1. The immediate supervisor with budgetary responsibility will approve one-day conferences. In most cases this is the building principal. If funding for a conference comes from a source other than the building budget, then the district administrator with budgetary responsibility must approve the request, in addition to the building principal.
2. Approval of travel-conference requests for more than one day must be approved by the district office administrator with budgetary responsibility. The request form should be submitted for approval ten (10) school days prior to the date of the conference.
3. All travel-conference requests require final approval by the Superintendent of Schools, other than for Board of Education members.

B. *Reimbursable Expenses*

1. Reimbursable expenses include registration, meals, gratuities and lodging, transportation (Coach class), conference materials and necessary incidental expenses.
2. Expense reimbursement for meals shall be based on the current equivalent of the per diem rate established by the United States General Services Administration for each calendar day of approved travel (i.e., the total cost of breakfast, lunch, dinner, for each calendar day of approved travel.) Reasonable gratuities (not to exceed 18%) will be reimbursed. Gratuities shall be in addition to the per diem rate established by the United States General Services Administration.
3. Advance fees such as registration, transportation, hotel and other fees may be paid by purchase order provided the conference request is received in time. No hand drawn checks will be issued for these expenses.
4. Lodging is normally in medium range accommodations and should be located in hotel where conference is being held if possible (consistent with hotel availability and hotel prices)
5. Itemized, original receipts for all meals must accompany the reimbursement request. Itemized meal receipts must be submitted with reimbursement claims. Claims must be submitted within ninety (90) days of the event. (Credit card receipts not itemized will not be accepted)
6. All Staff transportation expenses should be shared as much as possible when more than one person is attending the conference. Reimbursement for use of an employee's automobile is established by the Board of

Education at the annual reorganization meeting, Reimbursement for the payment of tolls must be accompanied by a toll receipt or copy of an EZ-Pass statement. The most economical, but practical mode of transportation should be used. Where air, railroad or bus transportation is required, the request for conference attendance must indicate the cost of such travel and reimbursement will be the amount given prior approval. Air and rail fares should be coach accommodations. Travel and flight insurance are taken at the option of the traveler and are not reimbursable expenses.

7. When an overall dollar limit has been established for a conference, any expenses beyond that limit are to be borne by the *staff member*.
8. Car Rentals by employees must be pre-approved by the Superintendent of Schools and will only be considered *when the expense is equal to or less than necessary taxi fares*.

C. *Expenses That Are Not Reimbursable*

1. Taxi fares other than to and from airport, hotel, meeting sites (when shuttle is unavailable) and meals.
2. Alcoholic beverages
3. Sightseeing Tours
4. Personal expenses such as entertainment, hotel movies, etc.
5. Travel and flight insurance
6. Sales Tax

1st Reading May 25, 2004
2nd Reading & Adoption June 22, 2004

1st Reading January 26, 2010
2nd Reading & Adoption February 23, 2010