



- ( ) Required
- ( ) Local
- ( ) Notice

EXPENSE REIMBURSEMENT REGULATION

The district reimburses 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:

Transportation

- Travel must be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.
- If travel is by private automobile, mileage will be reimbursed at the level approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed but gasoline will not.
- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.
- Air travel is only allowed when determined by the Board President or the Superintendent to be in the district's best interest. Air travel will be reimbursed at the lowest feasible fare available and must 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.

Lodging

- Persons traveling on district-related business are expected to secure the most reasonable rate for necessary hotel accommodations. The district will reimburse for actual lodging fees up to the maximum lodging fee set by the federal government for that location. (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- When the rate is pre-determined by the organization sponsoring the event, the traveler must secure a room rate at no more than the pre-determined rate notwithstanding what the federal travel reimbursement rate is. Hotel accommodations at a rate other than the most reasonable rate or a predetermined rate described above will be reimbursed only if approved by the Board President (for members of the board and the Superintendent) and the Superintendent (for all others) prior to the stay.

Meals

The district will pay for meals for individuals traveling on district business, where the travel is substantially longer than an ordinary day's work, or requires an overnight stay or substantial sleep or rest. Where a meal is already paid for by the district (for example, included with the conference or hotel costs), the corresponding amount for that meal will be deducted from the daily total. The first and last day of travel is 75% of the federal allowance. Itemized receipts are required to show that expenses are allowable under this policy.

Pursuant to Board resolution, the district pays a per diem meal and incidental cost allowance, regardless of actual expenses, based on the federal standard meal allowance for the area in which the travel will occur.

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.

Adoption date: July 9, 2007  
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