

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. The board will reimburse employees who are required to travel during work hours or at the request of the district for their mileage at the rate set by the board for the current school year.

Reimbursement will also be made for expenses incurred by an individual employee on behalf of the district, and at the direction of the district. Such expenses may include air, bus, taxi or train fares, car rentals, and meals, unless the board has established a per diem system, hotel or motel accommodations, registration fees, and meeting expenses. A purchase order with the building principal and the superintendent's prior approval must be on file before any remuneration will be made. Reimbursement will be made on approval by the board after proper presentation of supporting documentation. Requests for reimbursement shall have the following documentation attached to purchase order after the employee returns to the district and in a timely manner: receipts for transportation, parking, hotels or motels, meals, and other expenses for which receipts are ordinarily available.

#### Reimbursement for Meal

- Meals shall be reimbursed at the per diem system approved annually by the board.

#### Reimbursement for Lodging

- In-state lodging shall be reimbursed at the state approved rate only and approved annually by the board.
- The employee shall be responsible for cost in excess of the approved state rate excluding taxes and fees for all in-state lodging.
- The board and the superintendent thirty (30) days prior to any out of state travel must approve out-of-state lodging request.
- Out of state reimbursement shall be reimbursed by the submitted receipts after returning and filed with the business office on the appropriate purchase order. Lost or the lack of a bona fide receipt shall not be paid by the board.

Rules Governing Requests for Reimbursement:

- No request for reimbursement shall be honored 30 days after the date of travel. No request will be allowed after the end of the fiscal year in which the travel occurred.
- Reimbursements will be made only for the actual amount of out-of-pocket expenses paid by the employee.

To obtain reimbursement for travel expenses, the employee must:

- Request and complete, prior to travel, a purchase order from the building principal through the superintendent's office with an estimated cost of travel.
- Prepare a memo to the board with attached purchase order accompanied by receipts and travel claims. Insufficient documentation will result in denial of claims.
- At the board meeting following submission of documentation, the board will consider the reimbursement request and authorize the treasurer to issue a warrant for the amounts deemed appropriate by the board. Any decision to reimburse or deny reimbursement is solely within the board's discretion and such decision is final.

Approved: November 3, 2010

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Board Clerk

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Board President