Policy

JOB-RELATED TRAVEL EXPENSE REIMBURSEMENT
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District personnel and administration officials who incur expenses in carrying out authorized duties for the District shall be reimbursed for actual expenses, not exceeding the maximum amounts as established by the Board.

All members of the faculty, administration and paraprofessional staff shall be reimbursed for actual and necessary expenses as authorized by the staff member's immediate supervisor on business of the School District, in attendance at meetings or functions that have received prior approval.

Reasonable expenses such as conference fees, meals, travel, tips, parking, phone calls and lodging can be considered reimbursable expenses. Please refer to Guidelines for Attendance at Conferences, Meetings, and Seminars. Expense limits for meals have been set at $22.50 for a one-day conference, including tip (only if no meals are included with conference) and $45.00 for a two or more-day conference, including tip. ($10.00 Breakfast, $12.00 Lunch, and $23.00 Dinner – only if no meals are included with conference). The District will not pay for any alcohol beverages. Each employee must submit their own reimbursement request with itemized receipts for each meal purchased.

Pre-Approval – A pre-approval request form for conferences, meetings and seminars will need to be completed and sent to approving administrator at least thirty (30) days prior to attendance. This form is to be retained in the signing administrator's office and referred to when reimbursement form has been submitted, it may be attached to staff member's copy of reimbursement form.

Reimbursement – The District reimbursement form needs to be completed and sent to approving administrator within five (5) days after attendance. Itemized receipts must be attached. Expenses will be paid upon submission of a properly completed and approved reimbursement form with supporting itemized receipts attached as required by the administrator in charge of business affairs.

Any trips shall have prior approval from the building administrator to determine that budget is sufficient, and that program intent is consistent with Building and District goals.

The mileage reimbursement rate will follow the IRS yearly approved amount. Please refer to Guidelines on carpooling and airfare.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrator guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation the event by the individual traveling is necessary to the Federal award; and (2) the costs are reasonable and consistent with the District's travel policy.

Board Approved 4/28/14; 2/9/15; 10/24/16; 7/16/18; 6/22/20
Adoption Resolution 10/13/14

Policy

Reference: Guidelines for Attendance at Conferences, Meetings, and Seminars
Conference/Meeting/Seminar Request Form
Employee Reimbursement Request Form for Travel, Supply, or Meal Expenses

Board Approved 4/28/14; 2/9/15; 10/24/16; 7/16/18; 6/22/20
Adoption Resolution 10/13/14