

EXPENSE REIMBURSEMENT FOR TRAVEL EXPENSES

The district shall reimburse district employees, officials, and Board members for reasonable, actual, and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed claim voucher, itemized receipts, and approved attendance form. The following rules shall guide the reimbursement of school-related travel expenses:

Transportation:

- 1) Travel shall be by the most economical method, whether by automobile, school vehicle, or common carrier such as bus, train, or airplane
- 2) If travel is by private automobile, mileage shall be reimbursed at the rate approved by the Board of Education, at its reorganization meeting, for business travel
- 3) Rental car expenses shall be reimbursed only with prior approval and documented by receipt
- 4) Air travel is allowed when approved by the Board President or Superintendent of Schools. Air travel shall be at the lowest fare available and shall not exceed coach class fare.

Lodging:

- 1) Persons traveling on district-related business are expected to secure reasonable rates for the necessary hotel accommodations.
- 2) When the lodging rate is offered by the sponsoring organization, the traveler shall secure a room rate at no more than the pre-determined conference rate. Hotel accommodations at a rate other than the most reasonable rate or a pre-determined rate will be reimbursed only if approved by the Board President (for Board members or Superintendent) and by the Superintendent for all other employees.

Meals:

- 1) Reasonable meal charges, including gratuities, for persons traveling for district-related business will be allowed.

Personal Expenses:

- 1) 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, sporting event tickets, telephone calls and transportation costs unrelated to district business.