

EMPLOYEE EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify School District business expenses that involve initial payment by an employee and qualify for reimbursement from the School District, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All School District business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, tips, lodging, registration fees, required materials, parking fees and other reasonable and necessary School District business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official School District form and are to be submitted to the designated business office official. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Each expense is subject to a maximum reimbursed amount, on file in the office of the School District Business Manager.
- D. All other expense reimbursements are at the sole discretion of the Superintendent.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit

received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

Revised and approved:	03/02/92
	01/04/01
	06/16/08
	12/07/09
Reviewed	01/07/13
	06/03/19