

## **Reimbursement for Travel Expense**

Travel requests outside of the district must be approved by staff member's Administrator prior to the travel taking place. Travel requests can be made in the form of the requisition or reimbursement method.

Meals will only be reimbursed per diem or covered by the district when an overnight stay is provided by the Administrator.

Any expenses not properly identified, or not allowed, following review by the Business Manager shall be the responsibility of the staff member.

### Requisition Method

If the requisition method is used then the Business Office will process a purchase order and allow the employee to complete the reservation or submit the purchase order to the vendor directly. If the vendor does not accept purchase orders, then the Business Office will make the reservation and confirm it with a district credit card. It is the responsibility of the employee to verify the reservation transaction has been completed with the vendor.

### Reimbursement Method

If the reimbursement method is used then the employee will be reimbursed for expenses incurred on official business in accordance with the per diem and OFM regulations and rates.

Attachments showing registration details (event times, meals included with registration, etc.) must accompany request. Claims must be submitted to the Business Office on the Monthly Travel Expense Voucher at least 10 days prior to the Regular Board Meeting to be reimbursed in that month.

To be eligible for reimbursement, the request must be submitted within 60 calendar days from the conclusion of the travel.

### Other Travel Costs Not Covered by the Diem Rules

1. Airfare (coach rate) may be substituted in lieu of mileage though either the requisition or reimbursement methods when the cost of airfare is less expensive than mileage or when the Administrator determines time and/or distance is a factor.
2. Taxi, parking, and other sundry expenses can be reimbursed when an itemized receipt is provided.
3. Gratuities, not exceeding customary percentages, will be reimbursed when the receipts are supplied.

### In-District Mileage Reimbursement

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle inside the district for official business. The report must show each point of departure and destination. Mileage will be reimbursed per OFM mileage rates.

Non-Reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals, or snacks other than regular meals.
- B. Personal telephone calls and postage.
- C. Mileage to and from home.
- D. Non-official school functions.
- E. Entertainment.
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's best interest to extend the travel over a Saturday night or such other advantages.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.