



Credit Card Guidelines

The district credit card can only be used for district travel, which includes meals, parking, taxi, or shuttle. The credit card can not be used to purchase supplies or teaching materials, with the exception that a vendor will not accept a purchase order. In this situation, a credit card may be used with prior approval of the superintendent or his designee.

The itemized receipt and signed charge slip must be returned along with the district credit card within 2 days of returning from the trip.

The names of all people who have charges must be listed on each charge slip.

Any missing receipts become the responsibility of the person that checked out the credit card.

The following items are allowed to be charged on the district credit card.

1. Meals: \$55 per day maximum for breakfast, lunch, and dinner. This amount will be prorated for partial days and when meals are included in your registration. The maximum allowed is \$13 for breakfast, \$17 for lunch and \$25 for dinner. These limits include the tip. Example: Your conference registration includes breakfast and lunch. Your meal allotment for the day would be \$25.
2. Airport parking and shuttle/taxi from airport to hotel and back.
3. Rental car if required for business purposes in-lieu of taxi.
4. Taxi for business purposes.
5. Motel/hotel charges when a purchase order is not accepted.

The following items are NOT allowed to be charged on the district credit card.

1. Alcoholic beverages
2. Snacks (unless in lieu of meal)
3. Laundry
4. Personal phone calls
5. Supplies or teaching materials; unless a vendor will not accept a purchase order and with prior approval of the superintendent or his designee

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