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COLOGNE ACADEMY
MANUAL OF SCHOOL POLICIES APPROVED BY THE BOARD

412 EXPENSE REIMBURSEMENT

I. PURPOSE

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

II. AUTHORIZATION

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

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school form and are to be submitted to the designated administrator. 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 IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. 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.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Administrator shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.