



## **PROPEL SCHOOLS Travel Reimbursement Policy**

### **Purpose**

Propel Schools shall reimburse all employees for travel costs incurred in the course of performing services related to official business.

### **Definitions**

*Travel costs:* Expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business

### **Policy Guidance**

The validity of payments for travel costs for all employees shall be determined by the CEO/Superintendent or designee and Controller.

The use of a personal vehicle shall be considered a legitimate job expense if travel is among the employee's assigned schools, but not between home and school, and is authorized in advance by the responsible supervisor. Use of a personal vehicle for approved purposes is reimbursable at the current IRS rate per mile approved by the Board. Use of a personal vehicle requires that liability insurance be provided by the employee.

Actual and necessary expenses needed for attendance at functions outside of Propel Schools shall be reimbursed to an employee if approval for attendance has been obtained in advance from the employee's Principal or Senior Director. Attendance at approved events outside of Propel Schools shall be without loss of regular pay unless otherwise stipulated prior to attendance. While attending events outside of Propel Schools, Food maximum of \$65 per day is reimbursable with itemized receipts. The Daily Food Maximum can be used for four separate categories: Breakfast, Lunch, Dinner, and Incidentals (examples include bottled water, coffee, etc.). The maximum an employee may spend on each category is as follows:

- Breakfast: \$15
- Lunch: \$17
- Dinner: \$28
- Incidentals: \$5



Unused funds from one category cannot be combined with another category.  
Unused funds cannot be rolled over to future days.

**Procedures**

Use of Personal Vehicle: Employees using their vehicle for travel between Propel Schools Locations, not including from their home to a Propel Location, must submit a mileage reimbursement form by the end of the month following the travel. When an employee performs work at alternate Propel locations other than his/her primarily assigned work location, mileage in excess of the employee’s standard daily commute (between their home and assigned Propel location) may be expensed. Mileage Reimbursement forms are to be submitted to the Accounting Department, with the signature of the employee’s direct manager. All employees must follow the [Mileage Grid](#) when completing their reimbursement form. All reimbursement forms will be reviewed by the CEO/Superintendent.

For travel outside of Propel Schools employees shall utilize the official Travel Agent of Propel Schools for Air, Hotel, and Rental Car arrangements.

Employees are eligible to receive an advance of the 50% of the daily food maximum of \$65 per day (\$32.50 in advance). This must be requested from the Accounting Department at least 30 days prior to traveling. Itemized receipts must be kept and submitted with an expense report within 10 of returning and final reconciliation of funds received vs. actual funds used must occur with unused funds being returned to the Accounting Department.

<b>Approved By</b>	<b>Date</b>
Dr. Tina Chekan	6/14/2019
Board of Trustees	6/17/2019