3600 Reimbursement of Expenses (Cf. 1168, 5330) 3600

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: April 19, 2010
LEGAL REF: MCL 15.321-330; 129.221 et. seq.; 129.241 et. seq.; 380.621a; 380.1217a; 380.1254

3600-R Reimbursement of Expenses 3600-R

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board. For employees covered by flat allowance per month or per year, the mileage rate shall apply when the employee uses his/her personal automobile on authorized school business outside the District.

Credit/Procurement Card

If District personnel or members of the Board are issued a District credit/procurement card for direct billing, it is the responsibility of the individual to indicate on the credit slip the kind of activity being charged. Upon returning to the District, all charge slips are to be submitted to the business office as soon as possible, along with the credit/procurement card unless the Board member or employee has been authorized to maintain possession of the credit/procurement card.

Spouses, Family Members, and Others

Expenses of spouses, other family members, or any non-district employees accompanying Board members or employees in discharging their official duties or performing authorized functions are not reimbursable. Board members or employees using a District credit/procurement card may incur charges for spouses, family members, or other non-District employees, but shall reimburse the District for any such charges.

Alcoholic Beverages and Tobacco

Neither alcoholic beverages nor any tobacco products may be charged to any District credit/procurement card, nor will reimbursement be paid for any expenditure for alcoholic beverages or tobacco products.

Authorization for Travel

The employee's immediate supervisor and Superintendent must approve all travel. The appropriate forms must be completed prior to departure.

1. A Conference Request Form must be submitted no later than five school days prior to the meeting; and
2. Estimated expenses must be within appropriate budget allocations.

An Approval of Request Form signed by the Superintendent shall constitute certification for authorized travel. Certain employees shall be authorized by the Superintendent to travel locally in the performance of their duties and submit expense vouchers for reimbursement.

Methods of Travel

1. Travels by Common Carrier:

   When a common carrier is authorized as the means of travel, the business office shall obtain reservations and tickets for the individual unless precluded by an emergency. Round-trip tickets for coach, tourist or economy class rates over the same or a permissible substitute route are to be purchased whenever they will lower the total cost, unless authorized travel to several points precludes the use of a round-trip ticket.

2. Travels by Private Automobile:

   a. Reimbursement for travel by private car should generally be authorized only under the following circumstances, with the reason indicated on the authorization form:

      1) When common carrier service is not available without undue loss of time or unless common carrier use would be more expensive to the District. If the traveler makes the choice, maximum reimbursement shall be limited to the lower of the mileage or common carrier cost,

      2) When two or more persons are eligible for similar authorized travel and riding together would mean a saving to the District. The Superintendent is responsible for making such a determination before approving the travel request,

3) When use of an automobile will permit the traveler to make stops en route and perform his/her duties more effectively, and

4) When the use of an automobile will not require the traveler to be away from his/her duties for a substantially longer period than travel by common carrier.

b. Driving Extra Cars: Where two or more staff members could ride together on authorized travel, but choose to drive separately, any mileage reimbursement for which one of them might be eligible under (1) above, should be split among them. The toll and parking charges for the extra car or cars are not reimbursable.

3. Use of District-Provided Vehicles:

A. Official District Travel

When authorized, travelers shall be reimbursed for all expenses in connection with the use of District cars and trucks, provided the claim for such expenses is supported by receipts.

B. Travel to Professional Meetings

Approval may be given to qualified staff members for the use of District-owned vehicles for travel to professional meetings when other methods of travel are unsuitable or when the trip can be made at less expense to the District. A qualified staff member must drive.

4. Travels by Rented Vehicles:

Under certain circumstances, the use of a rental car may be necessary. The Superintendent must approve rental car service at the site of a conference to which a person travels by common carrier. In requesting such use, rationale must be presented which will justify the necessity of such use or its advantage to the District.

5. Travels by Charter Air Service:

The use of charter air service may be authorized when it is to the advantage of the District measured by both comparative travel costs and the time of the travelers.

Drivers of District-Provided Vehicles

Qualifications:

1. Qualified full-time staff members may drive these vehicles when engaged in official District business, provided they have a valid license and have adequate experience in driving the type of vehicle assigned,
2. The staff member to whom a District vehicle is assigned is the District's representative in full charge of the trip, and
3. Students may not drive District-owned vehicles unless driving is part of driver education programs.

Reimbursable Expenses

1. Lodging (actual room cost),
2. Meals, *(*all meal expenses shall be reasonable and customary to the area and subject to the description of the Superintendent)
3. Conference registration fees,
4. Parking and tolls,
5. Common carrier transportation within limitations above,
6. Use of private vehicle within limitations above,
7. Postage, telephone and fax charge for business purposes, and
8. Charge for baggage service, tips (not to exceed 15 percent).

Advances

Request for an advance to pay expenses at a conference shall be made at the time application is made and shall be approved by the Superintendent. A maximum of 80 percent of the estimated cost may be advanced.

Immediately upon return, a financial accounting, including documentation, shall be made to the business office and any unused funds returned. Expenditures not documented shall not be reimbursed by the District. Petty cash funds may not be used for cash advances.

Daily Travel

Local travel as authorized under these regulations is to be recorded on a daily basis and submitted to the business office at the end of each month for reimbursement. If such travel is less than 100 miles per semester, reimbursement may be requested at the end of the semester. Voucher must include, date, destination, purpose of travel, and number of miles for each trip.

All requests for reimbursement for travel during a fiscal year shall be submitted to the business office by June 30 of that year.