

**-CERTIFIED PERSONNEL-****Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

The Board will be responsible only for actual expenses. Allowable expenses are:

**MILEAGE**

All board and/or school business travel must have appropriate approval prior to travel, unless there are extenuating circumstances approved by the Superintendent. When more than one employee is traveling to the same location, employees are to travel together, whenever possible.

**Board-Owned Vehicle**

It is the employee's responsibility to make a "good faith" effort to secure a board-owned vehicle for travel to approved events/activities outside the District. If a board-owned vehicle is available and not requested in a timely manner, mileage will not be reimbursed for the travel. A Motor Vehicle Record check must be completed ANNUALLY for anyone requesting the use of a board-owned vehicle. It is the requesting employee's responsibility to ensure this check has been completed within the past twelve (12) months, prior to use of the board-owned vehicle. When a board-owned vehicle is available for travel use, no mileage reimbursement shall be made to individuals electing to use a personal vehicle.

**Personal Vehicle**

When personal vehicles are used for such travel, mileage between official work stations within the District shall be reimbursed based on the Board/Superintendent approved mileage chart. Travel outside the District shall be reimbursed the lesser amount of actual mileage or the approved mileage chart, when a personal vehicle is used. When employees travel together in a personal vehicle, only one employee will be reimbursed for mileage. Mileage for personal vehicle reimbursement will be paid at forty-two (42) cents per mile when an employee must use a personal vehicle. No reimbursement shall be made for repairs made to employee's personal vehicles.

**GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

**Expense Reimbursement****TOLLS AND FEES**

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

**CAR RENTAL**

Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

**COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

**OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**FOOD**

When travel involves approved out-of-District overnight trips, reimbursement for meals while traveling will be made for actual costs, to a maximum of thirty dollars (\$30.00) per day, including gratuities, unless an exception is approved by the Superintendent or the Board. All reimbursements must be substantiated by itemized receipts and no reimbursements shall be made for alcoholic beverages. When meals are included in hotel fees (such as continental or free breakfast offered or provided) or is part of a registration fee paid, reimbursements for choosing to eat at different locations are not approved reimbursable meal fees.

**LODGING**

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

**EMERGENCY REPAIRS TO VEHICLES**

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

**REIMBURSEMENT FORM**

Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

**Expense Reimbursement**

**SUPERINTENDENT’S TRAVEL EXPENSES**

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent’s travel expenses in an open board meeting.

**REFERENCES:**

[KRS 160.290](#); [KRS 160.410](#); [KRS 175.525](#)  
[OAG 80-395](#)

*United States v. Correll*, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

Adopted/Amended: 8/18/2015  
Order #: 6979