

4133/Employee Reimbursement of Expenses

TRUMBULL PUBLIC SCHOOLS
BOARD OF EDUCATION
POLICY MANUAL

SECTION: **4000**
CATEGORY: **Personnel – Certified and Non-Certified**
POLICY CODE: **4133/Employee Reimbursement of Expenses**

EMPLOYEE REIMBURSEMENT OF EXPENSES

Policy Statement

Employees will be reimbursed for expenses incurred as part of their work-related responsibilities based on the Regulations of this policy. This Policy and its Regulations apply to all funding sources related to the Board of Education, including, but not limited to, the Board of Education budget, all grants received by the Board of Education, and special revenue (205) accounts. This policy excludes the Superintendent and the Assistant Superintendent in relation to reimbursement of expenses.

Adopted: 6/13/1988

Revised: 8/1/2000, 11/1/2019

Regulations

I. Expenses Associated with Professional Day Leave

A. General Pre-Approval Process

1. Employees seeking reimbursement of expenses associated with any professional day leave from the District must document all such proposed expenses on the Request for Professional Day Leave form developed by the Assistant Superintendent.
2. The form, with all relevant documentation, should be submitted to the Office of the Assistant Superintendent as far in advance of the requested professional day leave as possible, and no later than one week prior to the requested professional day leave, with approvals in advance from the relevant principal/supervisor of the employee.
3. Each proposed expense listed on the Request for Professional Day Leave form should be associated with a Board of Education budget line item account number, or other account number, supplied by the relevant principal/supervisor or by the Assistant Superintendent.

B. General Limitation on Expenses

All expenses for which reimbursement is sought must relate directly to, and be submitted by, the applicable employee of the Board. Expenses for non-Board employees are not reimbursable. Employees are responsible for providing documentation clearly indicating their individual expenses.

C. Specific Procedures for Expenses Related to Registration Fees

1. When necessary and pre-approved, registration fees must be paid by staff in the Office of the Assistant Superintendent, except in emergency circumstances, in which case the Assistant Superintendent will advise the employee of the procedures to follow for purchase and documentation.
2. If registration fees must be paid by the employee, the employee must provide, for reimbursement, an original receipt and paid credit card statement if possible within 10 business days of return to the District, and in no case later than 30 calendar days after return to the District.

D. Specific Procedures for Expenses Related to Transportation

1. Airline Travel

- i. When necessary and pre-approved, airline travel must be arranged in conjunction with the Business Manager in order to achieve the most competitive rates available for the employee's planned travel.
- ii. Purchase of tickets must be done by staff in the Business Office or the Office of the Assistant Superintendent, except in emergency circumstances, in which case the Business Manager will advise the employee of the procedures to follow for purchase and documentation.
- iii. Potential purchase of travel insurance will be discussed with the Business Manager, and approved on a case-by-case basis.

2. Auto Rental

- i. When necessary and pre-approved, auto rental must be selected by the employee based on the most competitive rates available for the employee's planned travel.

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- ii. The employee must provide, for reimbursement, an original receipt and paid credit card statement if possible within 10 business days of return to the District, and in no case later than 30 calendar days after return to the District.
 3. Personal Automobile Use
 - i. When necessary and pre-approved, employees will be reimbursed for mileage incurred through use of their personal automobile at the rate set by the Internal Revenue Service, provided, on a regular work day, that such mileage exceeds the distance the employee regularly travels to his/her worksite.
 - ii. Requests for mileage reimbursement must indicate, using the Professional Day Leave Personal Automobile Use form developed by the Business Office, date, destination traveled from, and destination traveled to, with documentation attached supporting the distance between locations. Mileage reimbursement requests must be filed if possible within 10 business days of return to the District, and in no case later than 30 calendar days after return to the District.
 4. Other Modes/Costs of Transportation
 - i. When necessary and pre-approved, employees will be reimbursed for the costs of other modes of transportation, as well as for the costs of necessary tolls and parking fees.
 - ii. The employee must provide, for reimbursement, an original receipt and, as applicable, a paid credit card statement if possible within 10 business days of return to the District, and in no case later than 30 calendar days after return to the District.
 - E. Specific Procedures for Expenses Related to Meals
 1. When pre-approved, employees will be reimbursed for the costs of meals, as well as for the costs of gratuities not to exceed 15%. The total cost of meal reimbursement for a single-day conference will not exceed \$20 per day, and the total cost of meal reimbursement for a multiple-day conference will not exceed \$40 per day. No cost related to alcohol will be reimbursed.
 2. The employee must provide, for reimbursement, an original receipt and paid credit card statement if possible within 10 business days of return to the District, and in no case later than 30 calendar days after return to the District.
 - F. Specific Procedures for Expenses Related to Lodging
 1. When necessary and pre-approved, overnight accommodations must be selected by the employee based on the most competitive rates available for the employee's planned travel.
 2. Purchase of accommodations must be done by staff in the Business Office or the Office of the Assistant Superintendent, except in emergency circumstances, in which case the Business Manager will advise the employee of the procedures to follow for purchase and documentation.
- II. Expenses Associated with General Mileage Reimbursement
- A. Employees will be reimbursed for mileage incurred through use of their personal automobile at the rate set by the Internal Revenue Service for work-related travel under the following circumstances:

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1. Travel, on a regular workday, from the employee's regular worksite to another worksite as part of the employee's regular schedule.
 2. Travel, on a regular workday, from the employee's regular worksite to another worksite, and back if necessary, as required or pre-approved by the Superintendent, the Assistant Superintendent, or the employee's direct supervisor.
 3. Travel, on a non-workday, from the employee's home to a worksite, and back, as required or pre-approved by the Superintendent, the Assistant Superintendent, or their designee.
- B. Requests for mileage reimbursement must indicate, using the Itinerant Travel form developed by the Business Office, date, destination traveled from, and destination traveled to, with documentation attached supporting the distance between locations. General mileage reimbursement requests must be filed if possible within 10 business days of the end of each month, and in no case later than 30 calendar days after the end of the month.