

Employee Reimbursable Expenses

Travel Reimbursement Board Policy

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Travel Reimbursement Board Procedures

Authorization for reimbursed travel expenses will be considered by the superintendent. Mode of travel shall be based on the availability of transportation, distance and number of persons traveling together. In air travel, a first class fare will be reimbursed only when coach space was not available.

Receipts for transportation, parking, hotels or motels, meals and such other expenses for which receipts are ordinarily available shall be attached to expense vouchers. For the authorized use of a personal car, staff members shall be reimbursed at a mileage rate approved by the IRS.

Other Travel Reimbursement

Affiliated Administrators are provided with an annual travel allowance to cover the cost to use their individual vehicles on authorized school district business.

Professional Technology Reimbursement Guidelines

Affiliated Administrators are provided with an annual cell phone reimbursement of \$400.

Unaffiliated Administrators will be reimbursed up to \$500 every two years for the purchase of a Smart Phone, iPad, Netbook or other professional technology for work use. If the purchased item costs more than \$500, the individual administrator will make up the difference. The cost of Smart Phone data plans will not be reimbursed.