

Expense Authorization/Reimbursement

The same general policy shall apply to all personnel and district officials in regard to reimbursement of expenses. This policy shall be as follows:

1. Personnel and officials who incur expenses in carrying out their authorized duties shall be eligible for reimbursement by the district upon submission of a properly filled out and approved voucher and such supporting itemized receipts as required by the administrator responsible for business affairs. There shall be no reimbursement for personal travel, personal items, alcohol, and luxury upgrades of any kind.
2. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board Policy, and applicable laws.
3. When official travel by personally owned vehicle has been authorized by the site administrator with the current mileage reimbursement form, mileage payment shall be made at the State of Colorado mileage rate for a normal vehicle.

Monthly reimbursement shall be made to employees who are required to travel out of town on business for the school district. Reimbursement shall be made after each expense account has been approved by the Board.

For staff-only travel (no students), mileage shall be paid at the Board-approved rate if the employee's personal vehicle is used. (Please note that the personal vehicle's insurance is primary in the case of a claim.) A district vehicle may also be requested for travel. Carpooling is encouraged and may be required by the site administrator. If the employee uses public transportation when no school vehicle is available, the fare shall be paid.

Registration fees shall be paid by the district for approved conferences. Lodging will be paid by the District at cost for approved District travel. When attending approved conferences and other approved District travel, meals, including tips, shall be held to the following maximums for all employees (NOTE: Unused amounts for one meal cannot be used to increase the price for a different meal):

Breakfast	\$10
Lunch	\$17
Dinner	\$25

If the travel is within an area deemed by the IRS to be considered high cost, then the following maximums will apply, including tip:

Breakfast	\$15
Lunch	\$20
Dinner	\$30

Meal reimbursements higher than these rates must be approved by the Superintendent or Designee, and must be a requirement of the conference or event. Employees shall be required to turn in receipts for actual expenses for any school-authorized travel. Employees shall not be reimbursed unless itemized receipts are submitted. Receipts should be given to the secretary within 10 days from return of travel. If receipts are not given to the secretary within 10 days, then the amount of missing receipts may be deducted from the employee's next paycheck as allowable in C.R.S. 8-4-105.

High Substantiation Reimbursement: (FOR REFERENCE ONLY!)

Arizona: Sedona

California: Monterey, Napa, San Diego, San Francisco, Santa Barbara, Santa Monica

Colorado: Aspen, Denver, Steamboat Springs, Telluride, Vail

District of Columbia: Washington DC

Florida: Boca Raton, Delray Beach, Jupiter, Fort Lauderdale, Fort Walton Beach, Key West, Miami.

Naples

Illinois: Chicago

Louisiana: New Orleans

Maryland: Baltimore City, Cambridge/St. Michaels, Ocean City

Massachusetts: Boston/Cambridge, Falmouth, Martha's Vineyard, Nantucket

New York: Floral Park, Garden City, Great Neck, Manhattan, Tarrytown, White Plains, New Rochelle

North Carolina: Charleston

Texas: Midland

Utah: Park City

Washington: Seattle

As a Garfield Re-2 employee, I have read and understand the expense authorization/reimbursement policy.

Employee Signature

Date

Adopted: September 27, 1988

Revised: September 12, 1989

Revised: June 14, 1994

Revised: April 1, 2003

Revised: September 26, 2006

Revised: April 12, 2016

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LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)

Garfield School District No. Re-2, Rifle, Colorado