

EXPENSE REIMBURSEMENT

The district will reimburse employees and district officials for approved expenses incurred while conducting authorized business on behalf of the District.

Authorization

All expenses to be reimbursed must be approved by the Superintendent or designee. Such expenses may include transportation related costs, meals, lodging, registration fees, required materials, parking fees, and other reasonable, actual, and necessary district related expenses. The District will not reimburse the cost of alcoholic beverages.

Reimbursements

Requests for reimbursement must be itemized on the school district form and are to be submitted to the employees supervisor for approval. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.

Authorized automobile travel with a personally owned vehicle shall be reimbursed at mileage rate set by the Internal Revenue Service. Mileage will be based on distances from current maps by utilizing a direct and reasonable route to the destination. Employees who use their personal vehicle shall be reimbursed only for mileage. Commercial transportation shall reflect economy fares and shall be reimbursed only for the cost of the trip.

All expense claims must be submitted with supporting documentation, such as approved

RECOMMENDED

Descriptor Code: DCAD

vouchers and receipts, to be eligible for reimbursement and be submitted to the employees supervisor prior to July 15th of the current fiscal year. Expenses submitted after July 15th will not be reimbursed.

Clinics, Workshops, and Conferences

Employees participating in clinics, workshops, and conferences pertaining to their employment shall follow the following guidelines:

1. The Board President shall determine and approve which meetings and conferences may be attended by the board members and the Superintendent.
2. The Superintendent shall determine, in the first instance, whether attendance by direct staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.
3. Employees desiring to attend a clinic, workshop, or conference shall obtain prior approval from the employee's supervisor.
4. Expenses for attendance at approved clinics, workshops, and conferences shall be paid by the District. Expenses may include, but are not necessarily limited to, meals and lodging.
5. Expenses for meals shall be paid on a per diem basis in accordance with the law.
6. When breakfast, lunch, or dinner is included with the clinic, workshop, or conference, the District's daily meal allowance will be reduced accordingly.
7. Mileage will be paid for traveling to the site of the meeting and return, if a school vehicle is not available.
8. Receipts or other supporting documentation must accompany all claims for reimbursement.

Complementing NDSBA Templates (May contain items not adopted by the Board)

- BDD, Board Member Compensation

End of Manvel School District #125 Policy DCAD.....Adopted:11/15/21