

Expense Authorization/Reimbursement

This policy shall apply to all employees and Board members of Mapleton Public Schools (the “District”) in regard to reimbursement of expenses.

District employees and Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed and approved expense form and accompanying receipt(s).

Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses, Board policy, and applicable law.

Travel Costs

This policy ensures that:

- District employees and Board members are reimbursed for the cost of approved District-related travel;
- Reimbursed travel costs are properly documented;
- Reimbursed travel costs are consistent with cost-effectiveness and efficiency principles; and,
- Reimbursed travel costs are within this policy’s parameters and applicable State and Federal law.

For purposes of this policy, travel costs shall mean the expenses for transportation, lodging, meals, and related items incurred by District employees or Board members who are on District-related travel. District-related travel is defined as attendance at conferences, seminars, meetings, or other events related to District business and that promote or benefit the District.

When District-related travel by an employee’s or Board member’s personally owned vehicle has been authorized, mileage reimbursement shall be made at the rate approved by the Board or Superintendent. Such mileage reimbursement rate shall not exceed the mileage rate established by the Internal Revenue Service.

Actual costs for meals, lodging, and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the Internal Revenue Service.

Travel Costs Not Covered by the District

The following expenses shall not be reimbursed:

- Alcohol
- Expenses for spouse, significant other, or guest(s)

- Gas for personal use of private vehicles
- Mini-bar in hotel
- Room service
- Movie rental (which includes in-room movies)
- Other forms of entertainment
- Fines for parking or traffic violations

*Adopted December 10, 2013, by the Board of Education for Mapleton Public Schools.
Revised June 27, 2017.*

LEGAL REFERENCES:

2 C.F.R. 200.474(b) (*travel reimbursement requirements under the federal Uniform Grant Guidance*)

C.R.S. § 24-18-104(3)(d), (e) (*reimbursement for reasonable expenses is not considered a gift of substantial value and is thus permissible pursuant to the rules of conduct*)