

Regulation

EXPENSE PAYMENT PROCEDURE

This procedure has been developed as a guideline to be followed when incurring, approving, and submitting expenses to be paid by the Chester Board of Education.

While it is not possible to address every situation in writing, this will assist in distinguishing valid business expenses from those of a personal nature. Employees are expected to demonstrate good judgment and common sense and to comply with the spirit, intent, and specifics of the policies and procedures addressed.

Travel Guidelines

Following are the guidelines to be used by all personnel (teachers, administrators, board members, parents and students) when engaged in business travel on behalf of the board. The term personnel, when used, refers to all of the above-mentioned groups.

School property such as portable computers, terminals, etc., are insured under the board's blanket policy and additional insurance need not be purchased.

Air/Bus/Train Travel

- A. The lowest available coach fare will be utilized.
- B. All or part of any unused ticket be returned to the board office for credit.
- C. Costs for personal travel insurance or other personal trip insurance are not reimbursable.

Travel by Auto

Personal Cars: Personal car mileage is reimbursable at the IRS allowable rate per mile for business travel. Business mileage is mileage in excess of your normal mileage to and from your place of business.

Car Rentals: Rental cars should be used only when essential or when they are the most cost-effective means of transportation. Public transportation or taxis should be used while on a trip.

Air Travel vs. Driving

Personnel may elect to drive on a business trip where the usual method of transportation would be an airline. In this case, there will be reimbursement for business use of personal car. The amount of the reimbursement should not exceed the cost of the lowest available airfare. There will be no reimbursement for overnight lodging in these circumstances.

Hotel/Motel/Etc.

All room reservations should be made through the Board Office. Original lodging bills and credit card receipts (if paid by credit card) must be attached to your expense report. If the lodging bill was paid by the Board, indicate this on the bill. Before paying your bill, make certain you are not being charged for any items or services not furnished. Fitness and health club charges are not reimbursable. Valet and laundry charges are reimbursable if an emergency arises.

Meals

EXPENSE PAYMENT PROCEDURE (regulation continued)

Meal costs should be separately reported each day on the expense statement or memo. Breakfast, lunch, and dinner must be itemized.

Reimbursement Procedures

Receipts: The following are appropriate receipts to be submitted for reimbursement:

- A. Credit card slips
- B. Restaurant checks with tip included -taxi/limo/car rental receipts -professional material receipts, lodging bills
- C. Airline/bus/train ticket receipts -toll/parking receipts

Unreceipted Items

- A. Tips
- B. Local commutation fare such as buses, trolleys, trains subway, etc.
- C. Miscellaneous food and nonalcoholic beverages

Note: All unreceipted items should be listed on expense voucher by day and event.

Timelines

All requests for reimbursement or refunds of advances should be submitted to the Board Office within 10 days of return to the district. All appropriate documentation should be appended to the expense voucher.

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