



LAKEVIEW SCHOOL DISTRICT ADMINISTRATIVE GUIDELINES

PROFESSIONAL DEVELOPMENT EXPENSE REIMBURSEMENT

Expenses, which are incurred by staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent, provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

1. Travel within or outside the District is to be authorized by the immediate supervisor.
2. Travel to conventions/conferences/workshops away from the District must be authorized by the immediate supervisor. Conference Attendance Requests will be entered into Frontline and approved by the immediate supervisor and the Assistant Superintendent of Curriculum and Instruction. All such requests must be received ten (10) days prior to the date a decision is needed.

Procedure

1. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
2. Each request must include a funding source and an account number.
3. Under normal conditions, staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses, i.e. water, soft drinks, and snacks.
4. Travel should be by the most direct and economical route.
5. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the District. Staff members might find it advantageous to charge as many expenditures as possible on personal credit cards. The **itemized** charge slip may serve as a receipt, with reimbursement available to pay the charges.

6. In all instances of travel reimbursement, full itemization of expenditures is required. Expenses without proper documentation shall not be reimbursed.
7. If an invoice for meals covers persons other than the individual, the names of those persons and the reason or purpose for their inclusion shall be attached.
8. Those doing such traveling should be expected to exercise the same care in incurring expenses they would in travel on personal business of their own. Excessive and unnecessary travel expenses will not be approved or reimbursed.

Reimbursement

1. Reimbursement will be at approved rates. Requests for the reimbursement will be submitted on the appropriate reimbursement form available in all school offices, along with a copy of the approved conference attendance request form submitted in Frontline.
2. All reimbursement requests must have an account number on them prior to submission to the Business Office, as well as the immediate supervisor's signature on the reimbursement request form.
3. Travel outside the District will be reimbursed as approved.
4. When two or more persons are eligible for similar authorized travel and could drive together on authorized travel but choose to drive separately, any mileage reimbursement for which one of them might be eligible should be split among them. Toll and parking charges for the extra car are not reimbursable.
5. Lodging will be reimbursed at a reasonable per diem rate. Original receipts must support all claims.
6. Meals will be reimbursed at a rate not to exceed \$45 per day, including tips. Exceptions may be made when attending a national conference in a major metropolitan area.
7. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, and official telephone calls, will be made upon presentation of supporting receipts.
8. Registration fees are reimbursable if prior approval was obtained for conference/workshop attendance.
9. Reimbursement will be made for banquets as part of a conference registration.



10. Under no circumstances will reimbursement be made for alcoholic beverages.
11. If a spouse or other family member is traveling with a staff member, the staff member is responsible for all expenses associated with the family member.
12. Under certain circumstances, the use of a rental car may be necessary. The Superintendent must approve rental car service at the site of a conference to which a person travels by common carrier. In requesting such use, rationale must be presented which will justify the necessity of such use or its advantage to the District.

REIMBURSEMENT FOR USE OF PRIVATE CAR FOR SCHOOL BUSINESS

The District has established the following means for providing reimbursement for the use of privately owned vehicles used in the performance of assigned duties for teachers and support staff.

1. All staff will be assigned a school or office, which becomes the home school. It will be the responsibility of each individual to provide his/her own transportation from his/her residence to his/her assigned school and to any other assigned spot to attend meetings or training purposes.
2. When an individual's duties require his/her presence at other schools or places within or out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the Superintendent or his/her designee.
3. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g.: special support staff members are required to go from school to school on a regular schedule.
4. Sporadic or emergency travel will be authorized when made in connection with an assignment.
5. Payments for authorized travel will be made provided ***itemized daily records*** are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.