Policy # 9172

TRAVEL EXPENSE REIMBURSEMENT

School District employees, officials and members of the Board of Education may be reimbursed for reasonable, actual and necessary out-of-pocket expenses which are legally authorized and incurred while traveling for school related activities.

The Superintendent of Schools, in the first instance, shall determine whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement under this policy.

The Board, by majority vote, shall determine and approve which meetings and conferences may be attended by Board members, Superintendent of Schools, and district staff eligible for reimbursement under the policy.

Only expenses necessary to the purpose of travel shall be reimbursable. Transportation costs such as taxicabs are allowable only for essential transportation. Mileage will be paid at the rate fixed by the Federal Internal Revenue Service for business travel. Tax exemption shall be issued and utilized as appropriate.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all itemized receipts and other expense documentation, together with a copy of the approved conference attendance requires form and evaluation report (if required) and submit same to the Business Administrator.

All documentation must be itemized and include explanation substantial enough to determine that the amounts claimed represent actual and necessary costs of travel, lodging and meals.

October, 2005