

-CERTIFIED PERSONNEL-**Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

REIMBURSEMENT FORM

Travel vouchers reimbursed with School Activity Funds shall be submitted within one (1) week of the travel. All other travel vouchers must be submitted quarterly. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. Receipts shall be required for all expenditures except food which shall be reimbursed on a per diem basis.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

The Board will be responsible only for actual expenses. Allowable expenses are:

MILEAGE

Actual mileage between official work stations within the school system and actual mileage for trips outside the school system which have been approved by the Superintendent and the Council in SBDM schools will be reimbursed at the current state rate per mile when the employee uses a personal vehicle.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES

All tolls and parking fees incurred in school-related travel. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

CAR RENTAL

Car rental charges when approved by the Superintendent and the Council in SBDM schools. Charges must be substantiated by a receipt.

COMMON CARRIERS

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sightseeing and pleasure tours are not reimbursable.

Expense Reimbursement**OUT-OF-DISTRICT TRAVEL**

Reimbursement for out-of-district travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount. Employees shall be reimbursed for approved out-of-district travel expenses prior to the next Board meeting as long as the requested reimbursement does not exceed \$2,000. Reimbursement requests greater than \$2,000 shall be approved at the next Board meeting. Allowable expenses shall be reasonable and necessary as determined by the Superintendent.

FOOD

Reimbursement for meals will be made on a per meal basis, at the rates shown below, when participating in authorized travel to a destination that requires an overnight absence during the mealtime hours shown below. Employees must be in travel status during the entire meal period to qualify for reimbursement (i.e. to be eligible for dinner reimbursement an employee must leave before 5:00 p.m. and continue to be away past 9:00 p.m.). This requirement applies to all meal times. Qualification for meal reimbursements will be determined from meeting agendas or through documentation provided by the employee. Meals do not require substantiation by receipt.

Reimbursement for meals as designated by the Kentucky Finance Administration Cabinet:

- Breakfast (6:30 AM to 9:00 AM) \$10.00 (Must leave before 6:30 a.m.)
- Lunch (11:00 AM to 2:00 PM) \$15.00
- Dinner (5:00 PM to 9:00 PM) \$25.00 (Must arrive after 7:00 p.m.)

LODGING

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

SUPERINTENDENT'S TRAVEL EXPENSES

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

REFERENCES:

[KRS 160.290](#); [KRS 160.410](#); [KRS 175.525](#)

[OAG 80-395](#)

United States v. Correll, 389 U.S. 299 (1967)

[Accounting Procedures for Kentucky School Activity Funds](#)

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