

## **TRAVEL AND EXPENSES**

It is the policy of the board of education that official school travel for board members must be approved in advance by the board and travel for employees will be approved in advance by the building administrator or the superintendent. Requests and arrangements for employee travel will originate from the appropriate building administrator's office. Travel requests will be made as early as possible and placed on the building calendar as well as the master calendar. Emergency travel will be placed on the respective calendars as soon as possible following the travel or notification of the emergency. The district will not pay for any board member or employee dependent-care expenses regardless of whether the funding source is federal, state, or local funding.

The school will reimburse reasonable costs, subject to the availability of funds, for approved and documented travel. Lodging expenses will be reimbursed at actual cost for a single occupancy room not to exceed pre-approved amount per night/per person.

Documented meal costs will be reimbursed in an amount not to exceed \$35.00 per day when appropriate receipts are provided. The costs of meals and incidental expenses for group meetings conducted for the general improvement of the school system may be approved as a separate item by the board. The board may approve payment of meal expenses on a per diem basis. If overnight travel is not involved and/or a meal is not provided as part of a workshop or part of a legitimate business meeting relating to school business, reimbursement for meals will be reported as taxable compensation and run through payroll.

Expenses for registration, parking, toll charges, and similar expenses will be reimbursed when documented by receipts or notarized affidavits.

School vehicles, when available, may be used for official business only. Private vehicles may be used when school vehicles are not available. Mileage expense will be reimbursed at the current IRS approved rate per mile when a school gasoline credit card is not used.

Claim forms for travel expenses are available in the building administrator's office. The forms will be completed and approved in the respective building and hand-delivered to the business office for payment.

**REFERENCE: 70 O.S. §5-117  
2 C.F.R. 200.432 and 200.474**

**REVIEW NOTE: If per diem is provided, receipts will be required to be returned to the office. Absent receipts, the full amount will be reflected as taxable compensation on the employee's W2.**