

POLICY	412	Page: 1 of 1
SERIES	400	Personnel
SUBJECT	412	Expense Reimbursement
Adopted		January 9, 2001
Revised		April 10, 2007, November 10, 2009; March 7, 2017; August 10, 2026
Reviewed		July 2026

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses. The District's travel reimbursement rates will be based on the U.S. General Services Administration Per Diem Rates.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the IRS allowable mileage rate. Commercial transportation shall reflect coach fares and shall be reimbursed only for the actual cost of the trip.

IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

A schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement, shall be developed by the Executive Director of Business Services, subject to approval by the Superintendent. The Executive Director of Business Services shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement, subject to approval by the Superintendent.