# EXPENSE REIMBURSEMENTS

The following regulations relate to travel and other types of reimbursable expenses:

1. **Travel Requests**: These must be submitted through the appropriate administrators to the Superintendent seven (7) days prior to a Board meeting, if possible, and thirty (30) days in advance if out of state.
2. **Transportation**: All modes of transportation will be authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel will be by the most direct route.
   A. Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage.
   B. Automobile: Reimbursement will be made at the negotiated rate per mile. This is the maximum rate regardless of the number of passengers. Parking charges in reasonable amounts, as well as toll road, toll bridge, and ferry charges, are reimbursable. Operators of personal automobiles must have a valid driver's license and certification from an insurance carrier for liability insurance coverage.
   C. Local Transportation: Local transportation such as taxicabs, ridesharing services airport limousines, and buses may be used when justified. Justification must be given on the travel voucher.
   D. Car Rentals: Rental cars may be used only in cases of emergencies or when no other means of public transportation is practicable. Emergencies may include cancelled airline flights or change in destination due to inclement weather or other circumstances; disabled personal automobile, disruption of other means of transportation.
3. **Subsistence**
   A. Lodging: Any person on official business who must provide lodging for himself/herself in connection with that business will be entitled to reimbursement for the cost of a single room (not to exceed the amount in the negotiated agreement unless approved in advance by the Superintendent) at the hotel of his/her choice. The District will only pay for the employee at the single rate.
   B. Meals: Meals consumed by any person on official business will be reimbursed according to the negotiated agreement, upon submission of appropriate itemized receipts.
4. Other Reimbursable Expenses

   The Board recognizes that credit card convenience fees assessed by vendors or service providers may be unavoidable and recognizes theses as a normal cost of business that may be reimbursed. When feasible, alternative payment methods that

do not include such convenience fees should be utilized to minimize costs. The Board directs the Treasurer to establish policies and procedures clearly outlining the following:

A. situations where convenience fees are justified due to operational necessity, efficiency or timing considerations;
B. circumstances where alternative payment methods should be required or prioritized; and
C. thresholds, approvals or documentation required before incurring and paying such fees.

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