

EXPENSE REIMBURSEMENT

The Board of Education supports travel for District business, conferences, seminars, and/or workshops of its members, administrators, teachers, other District staff, students, and applicants as deemed necessary in the best interests of the District, and within budgetary appropriations thereof. The Superintendent of Schools or his/her designee is authorized to determine and approve attendance by District staff to travel for any District business, conferences, seminars, workshops, etc. To the extent practical, all expenses must be approved in advance by the Superintendent of Schools or his/her designee.

District employees and Board of Education members will use a District vehicle when attending a conference, seminar, workshop, etc., if available. If no District vehicle is available they will be reimbursed for use of their personal vehicle. Individuals will be reimbursed for the use of their private automobiles while on District business at the mileage rate fixed by the Internal Revenue Service for business travel.

Individuals will also be reimbursed for reasonable expenses for travel, food and lodging, and registration fees associated with pre-approved attendance for outside staff development activities and all District business.

Individuals will be required to submit itemized receipts for all reimbursable expenses, unless otherwise provided for in a collective bargaining agreement. Meals will be reimbursed with itemized receipts not to exceed **\$70.00** per day. The District will not make any reimbursements for alcoholic beverages. Additionally, gratuities up to twenty percent will be reimbursed. **NO REIMBURSEMENT OF ANY EXPENSE WILL BE MADE IF AN ITEMIZED RECEIPT IS NOT SUBMITTED.**

This policy will be reviewed annually.

Adopted: June 21, 2006
Reaffirmed: April 2, 2014
Reaffirmed: December 17, 2014
Revised: April 6, 2016