

Reimbursement for Travel Expenses

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the asst. superintendent. Out-of-district travel must be approved by the asst. superintendent.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement shall be requested upon completion of travel and the budget category to which reimbursement is to be charged.

All out-of-state travel must be pre-authorized by the board.

Reimbursement Of Claims

Certified claims must be submitted to the district business office, monthly.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle. The report must show each point of departure and destination.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Current state subsistence rates	No receipt required
Airline, Train, Bus Fare	Tourist rate	Cancelled ticket serves as receipt
Taxi, Parking, Toll		Receipt preferred
Mileage — personal car	Reimbursement shall be at the rate paid to state staff.	

Hotel and Motel Expenses: -Receipts are required from each staff member who obtains reimbursement from the district. The person paying the bill and requesting reimbursement shall note on the receipt all other staff members who shared the room. Hotel or motel charges are to be billed directly to the district through the purchase order process.

Airline Tickets: Airline tickets (coach rate) may be charged to the district through a local travel agency for any approved travel.

Nonreimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages.
- B. Personal telephone calls, or personal postage.
- C. Mileage to and from home.
- D. Mileage for school levy promotions and other nonofficial school functions.
- E. Entertainment.
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the district's financial interest to extend the travel over a Saturday night or such other rate advantages.
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.