

# DAAS Expense Reimbursement Policy

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## Document Location

The source of the document will be found in the Finance Department's Policy and Procedures Manual.

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**Approval Date:** January 11, 2016

## *Expense Reimbursement Policy*

### **1. Reimbursement of Job-Related Expenses**

In accordance with M.C.L.A. 380.621a, the Board of Education designates the CEO as its official designee for pre and post approval of overnight travel for professional staff. It is the policy of the Board that all travel by a professional staff member that involves at least one (1) overnight stay must have approval both before and after the travel occurs. The Board President is also named as the designee in approval of the CEO's overnight travel.

The professional employee will submit for approval, a pre-travel estimate of costs and a post-travel reimbursement form that details and verifies actual expenses.

Expenses which are incurred by professional staff members as a result of authorized travel outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

### **Authorization**

- A. Travel outside the State is to be authorized by the CEO.
- B. All such requests must be submitted to the CEO prior to the date a decision is needed. Forms are available in the school office.
- C. Travel outside the District, but within the State, is to be authorized by the CEO.
- D. Travel to conventions or conferences away from the District, but within the State, which involve overnight stay will be authorized by the CEO.

### **Reimbursement**

- A. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, at the current rates approved by the Board.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more

economical, in which case mileage will be reimbursed at the IRS rate. (If staff members attend meetings as a group, the allowance will be made accordingly.) Taxi fare from home and conference destination to terminal and return is allowable with receipt.

- C. Lodging and meals will be reimbursed at a reasonable per diem rate.

All claims must be supported by original receipted bills.

## **2. Use of Private Car for School Business**

The District has established the following means for providing reimbursement for the use of privately-owned vehicles used in the performance of assigned duties.

- A. It will be the responsibility of each individual to provide his/her own transportation from his/her residence to his/her assigned station and to any other assigned spot to attend meetings for administrative or training purposes.
- B. When an individual's duties require his/her presence at other stations or places out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the CEO.
- C. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g.: special professional staff members are required to go from school to school on a regular schedule.
- D. Sporadic or emergency travel will be authorized when made in connection with an assignment.
- E. Payments for authorized travel will be made provided itemized daily records are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.

## **3. Reimbursement for Mileage and Conference/Workshop Expenses**

### **Mileage**

District employees will be reimbursed for approved work-related miles driven using their personal vehicle. Reimbursement will be paid at the IRS determined standard mileage rate in effect at the time the miles were driven (the IRS establishes this rate annually).

Reimbursement will be made only for mileage driven in EXCESS of the number of round trip miles an employee drives to/from work on a daily basis. For example, if an employee's building location is 20 miles from their home, reimbursement will be made only for mileage exceeding 40 miles daily.

### **Conference/Workshop Related Expenses**

District employees will be reimbursed for approved expenses incurred while attending a conference or workshop. Detailed receipts are required for reimbursement.

The daily meals maximum is \$45 (generally, \$10 for breakfast, \$15 for lunch, and \$20 for dinner). If a conference/workshop includes any meals, the daily allowance for that meal type will be deducted from the daily maximum of \$45 (i.e. if lunch is provided at a conference, the daily

maximum will be reduced to \$30). Under no circumstances will alcoholic beverages be reimbursed. Tips should not exceed 15%.

Lodging costs should not exceed the lowest single room rate charged by the hotel. Parking fees will be reimbursed; however, valet parking is generally not permitted.

**Reimbursement Request Due Dates**

Generally, reimbursement requests must be greater than \$10 to be processed by the Finance Office. If reimbursement is less than \$10, please contact the Finance Office.

- A. Local travel reimbursement requests greater than \$10 may be submitted to the Finance Office at anytime. At a minimum, local travel reimbursement requests must be submitted to the Finance Office on a quarterly basis.
- B. Conference/Workshop meals reimbursement requests should be turned in to the Building Administrator for approval and forwarding to Finance within 60 days of the seminar/event. All related expenditures should be itemized on the request and should be supported by actual receipts. Requests not submitted to the Building Administrator within 60 days will not be reimbursed.

**4. Non-Allowable Travel Expenses**

Some expenses are the personal responsibility of the employee and are not reimbursable. The following list is not all-inclusive, but to show examples of such non-reimbursable expenses.

- 1. Personal and family expenses
- 2. Gifts and souvenirs
- 3. Valet, laundry and room service charges
- 4. Personal medical and dental expenses
- 5. Personal reading material, recreation, and entertainment
- 6. Travel insurance in excess of that already provided
- 7. Costs incurred by traveler’s failure to cancel transportation or hotel reservations
- 8. Commuting between home and work
- 9. Corporate charge card delinquency or late charge assessments (*there may be an exception if the delinquency assessment is not due to the actions of the traveler*)
- 10. Haircuts, newspapers, babysitting, shoe shines
- 11. Parking and traffic citations
- 12. Reimbursement or payment for frequent flyer benefits

**SUMMARY**

Type of Expense	Reimbursements	Receipt?	Itemization Required
<b>LODGING AND MEALS</b>			
Lodging – room	Actual/Reasonable	Yes	Show daily rate and attach original bill
Meals (inc. tips)	Per diem	No	Each occasion
Meals w/guests		Yes	List guests and purposes and CEO approval
<b>TRANSPORTATION</b>			

Personal car	IRS rate	No	Total miles
Air fare	Actual/Economy	Yes	Each occasion
Taxi, or other public transportation	Actual	Yes	Each occasion
Rental cars	Actual	Yes	Each occasion
<b>OTHER EXPENSES</b>			
Parking	Actual	Yes	Each occasion
Telephone	Actual/Business and Daily call home	Yes	Each call and to whom
Road, Bridge tolls	Actual	Yes	Total
Conference fees	Actual	Yes	Each occasion

**CONFERENCE/TRAVEL REQUEST FORM**

Staff Member Name: \_\_\_\_\_

Conference Title: \_\_\_\_\_  
**(Attach a flier that describes the conference)**

Conference Dates: \_\_\_\_\_

Pre-Approval Request Date: \_\_\_\_\_

Staff Member Signature: \_\_\_\_\_

	Estimated Costs	Actual Costs
Registration	_____	_____
Lodging	_____	_____
Meals	_____	_____
Mileage	$\frac{\text{_____}}{\text{Miles}} \times \frac{\text{_____}}{\text{Rate}} = \frac{\text{_____}}{\text{Total}}$	$\frac{\text{_____}}{\text{Miles}} \times \frac{\text{_____}}{\text{Rate}} = \frac{\text{_____}}{\text{Total}}$

Other (specify)

Other (specify)

Other (specify)

Total Cost

Reimbursement **(attach receipts to this form)**

\_\_\_\_\_  
Pre-Approval Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Member Signature Verifying Expenses

\_\_\_\_\_  
Date

\_\_\_\_\_  
After Conference Approval Signature

\_\_\_\_\_