

## **EXPENSE REIMBURSEMENT**

The District will reimburse employees and district officials for approved expenses incurred while conducting authorized business on behalf of the District.

### **Authorization**

All expenses to be reimbursed must be approved by the Superintendent or designee. Such expenses may include transportation-related costs, meals, lodging, registration fees, required materials, parking fees, and other reasonable, actual, and necessary district related expenses. The District will not reimburse the cost of alcoholic beverages.

### **Reimbursements**

Requests for reimbursement must be itemized on the school district form and are to be submitted to the employee's supervisor for approval. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

Authorized automobile travel with a personally-owned vehicle shall be reimbursed at the mileage rate set by the Internal Revenue Service. Mileage will be based on distances from current maps by utilizing a direct and reasonable route to the destination. Employees who use their personal vehicle for travel shall be reimbursed only for mileage. Commercial transportation shall reflect economy fares and shall be reimbursed only for actual cost of the trip.

All expense claims must be submitted with supporting documentation, such as approved vouchers or receipts, to be eligible for reimbursement and be submitted to the employee's supervisor prior to July 15th of the current fiscal year. Expenses submitted after July 15th will not be reimbursed.

### **Clinics, Workshops, and Conferences**

Employees participating in clinics, workshops, and conferences pertaining to their employment shall follow the following guidelines:

1. The Board President shall determine and approve which meetings and conferences may be attended by board members and the Superintendent.
2. The Superintendent shall determine, in the first instance, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and eligible for reimbursement of expenses under this policy.
3. Employees desiring to attend a clinic, workshop, or conference shall obtain prior approval from the employee's supervisor.
4. Expenses for attendance at approved clinics, workshops, and conferences shall be paid by the District. Expenses may include, but are not necessarily limited to, meals and lodging.
5. Expenses for meals shall be paid on a per diem basis in accordance with law.
6. When breakfast, lunch, or dinner is included with the clinic, workshop, or conference, the District's daily meal allowance will be reduced accordingly.
7. Mileage will be paid for traveling to the site of the meeting and return, if a school

vehicle is not available.

8. Receipts or other supporting documentation must accompany all claims for reimbursement.

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Complementing Policy

- BDD, Board Member Compensation

**End of Jamestown Public School District Policy DCAD .....Adopted:10-4-2021**