

Integrated Day Charter School

Governing Board



Policy Series: 4000

Policy Number: 4133/4233

## Personnel

### Expense Reimbursement

This policy establishes the general guidelines and procedures to be followed when school-related travel is required.

1. Travel-related expenses are to be detailed on a worksheet;
2. Employees who prefer to use their personal vehicles for their convenience on school business, including trips to the airport, will be reimbursed at the standard mileage rate provided by the IRS, assuming that the time and distance involved is reasonable under the circumstances;
3. All parking expenses and highway tolls incurred as a result of this travel will be reimbursed;
4. All air travel must be approved in advance by the Director. All personnel will travel economy class unless extenuating circumstances require otherwise and there has been prior approval of the Director. The duplicate airline ticket receipt should be attached to the reimbursement form;
5. Employees should request advance approval for use of a rental car at their destination. A copy of the rental car agreement form must accompany the travel reimbursement form;
6. Employees should select moderately priced lodging convenient to their destination to minimize time and expense. A detailed receipt from the hotel or motel must accompany the reimbursement form unless such is unavailable, in which case credit card receipt is acceptable.
7. Employees must submit receipts for meals or accept the allowable per diem rates with the reimbursement form. Reasonable tips, when paid by the employee and noted on the receipt, will be reimbursed. Alcohol will not be reimbursed.
8. Employee purchases of business supplies up to \$50 may be reimbursed, considering budget constraints, but state sales tax will not be reimbursed unless the purchase was approved in advance by the Director or Business Manager.

### Conference and Overnight Travel

If you attend an authorized conference, we will reimburse you for reasonable fees associated with that conference. We will pay for the registration fees charged for the conference. If a meal is not included as part of the program, we will reimburse you for reasonable meal expenses, including tips, but excluding alcohol. If hotel accommodations are part of the conference, we will reimburse you for the actual cost of those accommodations. We will not reimburse you for the expenses incurred by you, your family or for personal expenses associated with the conference, such as movies or in hotel room food service.

You must notify the Director in advance of any travel that includes overnight expenses. You should submit your expenses for an authorized conference as soon as possible to the Business Office. You must provide appropriate documentation in order to receive reimbursement.

### Telephone and Postage Expenses

We will reimburse you for authorized long distance calls, cell telephone calls and postage expenses you incur in fulfillment of work related activities. You must attach appropriate documentation in order to receive reimbursement.

Board approval date: June 21, 2006