

## EXPENSE REIMBURSEMENT

Unless otherwise covered by negotiated agreements, personnel and District officials (appointed and elected) will be reimbursed as follows: (a) reimbursement shall be made only after the approved travel and expenditures have taken place (advanced payments may be made on approval of the Superintendent or his/her designee; (b) proper documentation is provided for all expenditures (eg. meals, motel/hotel, taxi service, registrations, banquets, vehicle mileage) to be claimed and the documentation is to be attached to all claims for reimbursement; and (c) claims shall be filed on a daily, weekly, or monthly basis. Claims filed more than sixty (60) days after the date of the expenditures shall be considered delinquent, shall be disallowed, and reimbursement denied. The following expenditures shall be reimbursable providing the requirements for proper and timely filing and authorization have been met: (a) motor vehicle mileage to and from the destination as determined by the current IRS standards per mile; (b) commercial bus fare; (c) commercial taxi fare; (d) train fare (at coach class rate); (e) air transportation (at coach class rate); (f) usual and customary hotel and motel room-rental costs; (g) usual and customary meal costs, not to exceed \$60.00 per day for travel (as supported by documentation); (h) registration fees and organization meals; (i) other overnight costs incurred that are not previously addressed must be approved by the Superintendent or his/her designee prior to filing for reimbursement; (j) out-of-state travel expenses will be considered on an individual basis; and (k) registration fees and banquets will be considered on an individual basis.

The following expenditures shall not be approved for reimbursement: (a) fines and/or assessments for violations of law; (b) alcoholic beverages; (c) travel to work from home and return, unless on special assignment where mileage has been authorized and approved in advance by the Superintendent or his/her designee; (d) all in-city travel expenses except when incurred while carrying out assigned duties; and (e) any person on official business for the District is responsible for the expenses of the spouse/guest/companion that may accompany the person.

Reviewed:

Revised: 12/16/09, 1/25/16, 1/28/19, 11/11/19, 09/26/22