

**- CERTIFIED PERSONNEL -****Expense Reimbursement**

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel when such travel is a required part of the duties of the employee or for school-related activities approved by the Superintendent and, when appropriate, the School Council. ~~Travel expenses of school-based personnel in SBDM schools shall be paid from Council funds.~~ Reimbursement for out-of-state travel by the Superintendent shall be approved by the Board. In the case of expenses reimbursed from internal accounts, the Principal shall be the authority for approving reimbursement. Travel expenses for guests of employees shall not be reimbursed.

The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips.

**PROHIBITIONS**

Employees shall not be reimbursed for expenses incurred while attending an out-of-District meeting, if the state agency or organization sponsoring the meeting provides reimbursement.

The Board shall not reimburse an employee for membership dues in an association or organization, unless such dues are required for participation by District students in such activities as music, athletics, etc.

**PRIORITIES FOR REIMBURSEMENT**

Priorities for out-of-District travel shall include:

1. Personnel with District-wide responsibilities.
2. Building-level administrators.
3. Departmental chairpersons or grade-level coordinators.
4. Individuals representing one (1) discipline or a single school.

**LEAVE NOT AFFECTED**

Attendance at approved out-of-District meetings shall not result in the reduction of an employee's sick or personal/ emergency leave.

**ACTUAL EXPENSES**

The Board will be responsible only for actual expenses. Allowable expenses are:

**MILEAGE**

Actual mileage driven between official work stations within the school system by itinerant teachers and actual mileage for trips outside the school system which have been approved by the Superintendent ~~and the Council in SBDM schools~~ will be reimbursed at the rate the state uses for mileage reimbursement to state employees when the employee uses his/her own vehicle.

In calculating the amount due the itinerant teacher, the Superintendent shall use the following procedure:

1. Determine the initial daily work station or school.
2. Determine the mileage between the initial and subsequent work stations.

**Expense Reimbursement****GASOLINE**

Actual cost of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in school-related travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

**TOLLS AND FEES**

All tolls and parking fees incurred in school-related travel. Parking fees must be substantiated by a ticket or receipt. (Tolls are not to be charged for District vehicles being operated in state in an official capacity.)

**CAR RENTAL**

Car rental charges when approved by the Superintendent ~~and the Council in SBDM schools~~. Charges must be substantiated by a receipt.

**COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable.

**OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate, whichever is the lesser amount.

**FOOD PER DIEM**

An overnight stay is required for reimbursement for meals. Actual monies spent for food while on out-of-District trips to Standard or Normal Rate locations shall be paid on a per diem basis for meals. The amount claimed for a meal shall not include any charges for alcoholic beverages. This amount may include a tip of no more than twenty percent (20%) of the total meal cost. The cost of meals consumed during such travel shall be reimbursed at a rate not to exceed fifty dollars (\$50.00) per twenty-four (24) hour day starting from the time of departure. Reimbursement for Standard or Normal Rate locations will be limited as follows:

- Breakfast      \$10.00
- Lunch            \$15.00
- Dinner          \$25.00

For travel to Non-Standard or High Rate cities, meals will be reimbursed at the daily per diem rate established by the General Services Administration (GSA). ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem))

Itemized receipts will be required to claim reimbursement for meals. Reimbursement shall not be made for food and/or beverages consumed outside of meal times (snacks, soft drinks, etc.).

**LODGING**

Hotel or motel charges (not including food or other charges) incurred in school-related travel. Charges must be substantiated by a receipt.

## **Expense Reimbursement**

### **WHEN GUESTS ACCOMPANY**

When guests accompany the employee on an approved out-of-District trip, reimbursement shall not be provided for food and lodging expenses incurred by the guests. If lodging is involved, the Board shall reimburse the employee for the cost of a single room for each night. If, however, two (2) or more employees have an out-of-District travel request approved to attend the same meeting, and if they could share a room but do not because of a guest accompanying an employee, the reimbursement rate for lodging shall be one-half the cost of a double room.

### **~~SAME DESTINATION~~**

~~When two (2) or more employees are granted approval to attend an out of District meeting, arrangements shall be made for them to travel together. One (1) of the employees shall be assigned the responsibility for coordinating the travel arrangements.~~

### **DISTANCE LIMITATIONS**

If the first general session of an out-of-District meeting begins at 10:00 a.m. or later and is held within a radius of 100 miles (including Lexington, Louisville, and Frankfort), reimbursement shall not be made for any expenses incurred on the date immediately preceding the date of the meeting. This restriction shall not apply if:

1. The employee is an officer or member of the governing board of the organization conducting the meeting;
2. There is a board meeting on the previous day; or
3. A display from the District has to be transported to the meeting site in advance of the meeting.

### **EMERGENCY REPAIRS TO VEHICLES**

Reimbursement will be made for emergency repairs or road service to Board-owned vehicles if incapacitated while out of District. Drivers may not obligate the Board for major repairs without the permission of the Director of Transportation or Superintendent.

### **REIMBURSEMENT FORM**

Travel vouchers shall be submitted within one (1) week of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. All expense items shall be receipted. Receipts for expenses must come from the place of business making the charge.

Without proper documentation, individuals shall not receive reimbursement, and, if it is determined that reimbursement was made based on incomplete or improper documentation, the individual may be required to reimburse the District.

### **PAYMENT FROM INTERNAL FUNDS**

Before internal account funds are used to pay for travel and other necessary expenses, the employee shall obtain prior approval from the Principal and complete the expense voucher form provided by the Superintendent.

**Expense Reimbursement****REPORT REQUIRED**

~~Within one (1) month after returning to work, employees attending approved out of District meetings shall be required to report in writing or rally to the Principal and fellow employees who would benefit from the information obtained at the meeting.~~

**SUPERINTENDENT'S TRAVEL EXPENSES**

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

**REFERENCES:**

[KRS 160.290; KRS 160.410; KRS 175.525](#)

[OAG 80-395](#)

*United States v. Correll*, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds

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