

- CLASSIFIED 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. 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.

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

MILEAGE

Actual mileage between official work stations within the school system 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 current state rate per mile as that established by the Kentucky Department of Education when the employee uses his/her own vehicle. The state rate shall be confirmed quarterly (January 1, April 1, July 1, and October 1 of each calendar year), based on information posted at: <http://finance.ky.gov/services/statewideacct/Pages/travel.aspx>, State Employee Travel Information Mileage Reimbursement Rates.

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. Reimbursement may be made for in-state toll charges without a 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.

Expense Reimbursement**FOOD**

Actual monies spent for food while on out-of-District trips, when an overnight stay is required. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in the state of Kentucky and \$46.00 out of state.

~~Meal costs will be reimbursed only if incurred while on overnight trips, and when the meal is not part of a conference or workshop registration fee, or the employee dines with an individual or group for pre-approved District related business reasons. Reimbursement for meal expenses shall not exceed the per diem rates previously established in the state guidelines as listed below. Gratuities may be reimbursed if (1) the payment of the meal and gratuity do not exceed the established limits; (2) the gratuity does not exceed twenty percent (20%) of the cost of the meal. Unless approved in advance by the Superintendent, meals shall be reimbursed at the following rates (including tips):~~

Non-High Rate Areas

Breakfast	\$7.00
Lunch	\$8.00
Dinner	\$15.00

High Rate Areas

Breakfast	\$8.00
Lunch	\$9.00
Dinner	\$19.00

LODGING

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

FEES

Fees for attendance or admission to conferences or other events provided by sponsors of approved meetings.

OUT-OF-POCKET EXPENSES

Out of pocket expenses for employees entitled to expense accounts shall be limited to a maximum of \$1,500 per year, unless exceptions are approved in advance by the Superintendent.

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. A person who travels on official school business shall maintain records and receipts to support his/her claim. Items of expenses of official travel authorized by a Professional Leave/Travel Request Form shall be reimbursed.

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.

Expense Reimbursement

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

Adopted/Amended: 06/25/2013

Order #: 13