

PERSONNEL

0303.225

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- CLASSIFIED PERSONNEL -

Expense Reimbursement

The Board shall reimburse school personnel for necessary and appropriate 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. 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 will be reimbursed at the same rate as that for state employees when the employee uses his/her own vehicle.

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. (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. 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.

SUBSISTENCE (ALLOWANCE FOR MEALS WITH OVERNIGHT STAY)

An employee traveling on official district business shall be eligible for reimbursement for subsistence (meals) during mealtime hours, at a rate consistent with the State travel regulation for non-high rate areas. The authorized travel must be to a destination exceeding 40 miles where an overnight stay is required. Reimbursement for high rate areas shall also follow state travel regulation ~~the following times shall be substantiated with a lodging receipt.~~

Expense Reimbursement**SUBSISTENCE (ALLOWANCE FOR MEALS WITH OVERNIGHT STAY) (CONTINUED)**

~~An employee shall be in travel status during the entire mealtime according to the following schedule with the respective subsistence rates of reimbursement:~~

	Amount	Leave home or workplace at or after	Return home or workplace on or before
Breakfast	\$7	6:30 a.m.	9:00 a.m.
Lunch	\$8	11:00 a.m.	2:00 p.m.
Dinner	\$15	5:00 p.m.	9:00 p.m.

~~When travel is to a destination that is designated as a high rate area according to the state travel regulation (200 KAR 2:006), the subsistence rates are as follows:~~

~~Breakfast \$8 — Lunch \$9 — Dinner \$19~~

CONFERENCE BANQUETS

An employee traveling to an education conference may be reimbursed the actual cost for conference banquets. An overnight stay is not required in order to be eligible for conference banquet reimbursement.

LODGING

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

EMERGENCY REPAIRS

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 Manager of the Transportation Services or the Superintendent.

REIMBURSEMENT FORM

Travel vouchers reimbursed by school activity funds shall be submitted within one (1) week of the travel. All other vouchers shall be submitted within sixty (60) days of the travel. No requests for travel reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts.

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.

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