

**- 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 or the Board 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.

**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. Receipts shall be required for all expenditures except for food per diems.

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.

The Board will be responsible only for actual expenses. Food is based on per diem. 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 rate approved for state employees when the employee uses his/her own vehicle. (State travel and 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.

**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.). Sightseeing and pleasure tours are not reimbursable.

Any common carrier travel promotions and/or benefits, may accrue, at no cost to the Board, to the employee to whom they were granted.

**Expense Reimbursement****OUT-OF-STATE TRAVEL**

Reimbursement for out-of-state travel by car shall be made on the basis of air fare or mileage rate, whichever is the lesser amount.

**FOOD**

As established in administrative procedure, employees shall be eligible for a per diem reimbursement for meal expense while traveling, if the employee's travel requires an overnight stay and the employee is in travel status during specific time period.

Receipts will not be required to claim reimbursement for meals under the per diem method. The only authorized exception shall be for special meals prearranged as a part of a conference or meeting. The cost of such meals in "high cost" areas will be reimbursed in full based on itemized receipts.

**LODGING**

Hotel or motel charges incurred in school-related travel. Charges must be substantiated by a receipt.

**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.

**USE OF PERSONALLY OWNED TELECOMMUNICATION DEVICES FOR DISTRICT BUSINESS (I OWN PLAN)**

The following Newport Independent School District, staff whose job duties require them to be readily accessible, may be eligible for a mobile device:

- Principals and Assistant Principals
- Central Office Administrators
- Maintenance / Head Custodians
- Technology Support Staff
- Head Coaches
- FRYSC Coordinator
- Mental Health Therapist
- Homeless Coordinator
- School Nurses
- 21st Century Program Director
- 21st Century Program Assistant
- 21st Century Building Coordinators

In such cases, reimbursement will be made to an employee identified as eligible for an "I Owned" option on a monthly basis via an employee travel expense voucher. Guidelines for reimbursement for District personnel on the I OWN plan are located in procedure 03.125 AP.2.

**Expense Reimbursement**

**USE OF PERSONALLY OWNED TELECOMMUNICATION DEVICES FOR DISTRICT BUSINESS (I OWN PLAN) (CONTINUED)**

Employees assigned a mobile communication device shall:

- ensure accessibility as identified by supervisor;
- ensure ability to utilize device for work-related activities as identified and as reimbursed; and
- adhere to associated policies for work-related activities, such as; acceptable use, data and media security and social networking.

**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