

PERSONNEL

- 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 **state** rate when the employee uses his/her own vehicle. **Mileage shall be paid from the work station or home of the individual (whichever is the shorter distance) to the travel destination.**

**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**

All tolls incurred in school-related travel. Toll charges must be substantiated by a toll 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.). Sightseeing and pleasure tours are not reimbursable.

**FOOD**

**Meal allowances are \$87.00 for breakfast, \$109.00 for lunch and \$1842.00 for dinner, not to exceed \$3628.00 per day. Charges must be substantiated by an itemized receipt. Employees may bank food reimbursement amounts and use them for other meals to purchased the same day. Meal allowances are reimbursed only when overnight lodging is required.**

**The Superintendent may approve the following per diems in high-rate areas. The higher meal allowances are \$8.00 for breakfast, \$10.00 for lunch and \$20.00 for dinner.**

**Expense Reimbursement****LODGING**

To be eligible for lodging, authorized work must be more than forty (40) miles from both work station and home. When overnight stay is not associated with a meeting/conference/convention with assigned lodging, an employee may choose to stay in any motel, but payment shall be for the actual costs of reasonably, economical lodging in a particular area as determined by the Superintendent.

**RECEIPTS**

Expenses must have receipts of actual documentation of charges in order to qualify for reimbursement

**REGISTRATION FEE**

Registration fees shall be paid on approval by the Board and the full cost of a meal that is part of a conference, meeting, or in-service class may be paid as part of the registration fee.

**SCHOOL VEHICLES**

School vehicles may be used when available for District business travel upon the approval of the Superintendent.

**CREDIT CARD**

The District credit card may be used to take advantage of billing breaks and registration deadlines at the discretion of the Superintendent when all other avenues of payment have been exhausted.

**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.

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