# Draft 05/24/2023

# PERSONNEL BP03.225

‑ 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.

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.

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. 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 by the Board when the employee uses a personal 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 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.

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#  (Continued)

Expense Reimbursement

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.

For travel to 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)). The Superintendent/designee will approve per diem based on travel destination prior to departure.

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.

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.

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