

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 schoolrelated 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 same rate as that for state employees.

GASOLINE

Actual cost of gasoline and oil purchased and placed in a Boardowned vehicle by an employee while engaged in schoolrelated travel. Purchase must be substantiated by a receipt showing total gallons and total charges.

TOLLS AND FEES

All tolls and parking fees incurred in schoolrelated travel. Parking fees must be substantiated by a 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.

OUTOFSTATE TRAVEL

Reimbursement for outofstate travel by privately owned vehicles shall be made on the basis of airplane coach fare or mileage rate.

FOOD

Actual monies spent for food while on outofDistrict 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 at the same rate as that for state employees.~~

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LODGING

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

EMERGENCY REPAIRS TO VEHICLES

Reimbursement will be made for emergency repairs or road service to Boardowned 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.

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.

REIMBURSEMENT AMOUNT

The Board will follow the Kentucky state schedule for expense reimbursement. For expenses (lodging, meals, travel, etc.) that exceed the state schedule, the Superintendent's approval shall be required for reimbursement.

REFERENCES:

KRS 160.290, KRS 160.410, KRS 175.525

OAG 80395

United States v. Correll, 389 U.S. 299 (1967)

Accounting Procedures for Kentucky School Activity Funds