



Kenton County School District | It's about ALL kids.

ISSUE PAPER

DATE:

June 20, 2024

AGENDA ITEM (ACTION ITEM):

Receive the policy revision drafts on policies 03.125 and 03.225 upon the first reading.

APPLICABLE BOARD POLICY:

01.5 – School Board Policies

HISTORY/BACKGROUND:

School district employees are currently reimbursed for allowable expenses with paper checks after board approval each month. The proposed revisions to policies 03.125 AP.21 and 03.125 AP.22 will eliminate the issuance of paper checks and move to reimbursements paid as direct deposits on the first available employee payroll after the expense is approved through the current board approval process.

FISCAL/BUDGETARY IMPACT:

None

RECOMMENDATION:

Receive the policy revision drafts on policies 03.125 and 03.225 upon the first reading.


CONTACT PERSON:

Susan Bentle, Executive Director of Finance

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal/Administrator –complete, print, sign and send to your District Administrator.

District Administrator –if approved, sign and put in the Superintendent's mailbox.

- CERTIFIED 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/designee 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. Overnight travel shall be documented on the Travel Authorization Request (Procedure 03.125 AP.21) and shall be submitted and approved prior to travel. Daily mileage shall be documented on the Mileage Reimbursement Form (03.125 AP.22).

[All expense reimbursements will occur via the employee payroll process.](#)

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/designee and, when appropriate, the Council in SBDM schools will be reimbursed at the same rate as the standard mileage rate established by the State of Kentucky. Mileage reimbursements for travel that does not require an overnight stay shall be submitted on the Mileage Reimbursement form and approved by the employee's immediate supervisor within sixty (60) days of the completed travel.

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.

Direct fuel purchases are not allowed except in cases of emergency or prior approval of the Superintendent/designee. Any request for reimbursement for a direct fuel purchase must be accompanied by a receipt on which the license plate number and odometer reading is recorded.

TOLLS AND FEES

All tolls and parking fees incurred in school-related 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/designee and, when appropriate, the Council in SBDM schools. Charges must be substantiated by a receipt.

Expense Reimbursement**COMMON CARRIERS**

All charges or fares for necessary travel on common carriers (plane, bus, train, subway, taxi, Uber, ferry, etc.). Sight-seeing and pleasure tours are not reimbursable. Charges must be substantiated by a receipt.

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 established by the State of Kentucky. The authorized travel must be to a destination where an overnight stay has prior approval. Reimbursement for subsistence shall be substantiated with a lodging receipt. Employees shall be eligible for a subsistence reimbursement for breakfast, lunch, or dinner expenses while traveling, if the employee is in travel status during the entire time as established below.

	<u>Authorized Travel</u>	<u>Reimbursement</u>
Breakfast	6:30 a.m. – 9:00 a.m.	\$8.00
Lunch	11:00 a.m. – 2:00 p.m.	\$10.00
Dinner	5:00 p.m. – 9:00 p.m.	\$18.00

Members of the Board are eligible for reimbursement of actual and necessary expenses while traveling on Board of Education business.

LODGING

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

REGISTRATION FEES

Reimbursement for registration fees shall be made for school-related activities approved by the Superintendent/designee and, when appropriate, the School Council. Charges must be substantiated by a receipt.

EMERGENCY REPAIRS TO BOARD-OWNED 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 Superintendent/designee. Charges must be substantiated by a receipt.

REIMBURSEMENT FORM

No requests for travel reimbursement shall be considered unless filed on the proper form and accompanied by appropriate itemized receipts. Requests for reimbursement shall be made within sixty (60) days of the date(s) the expenses are incurred.

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.

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.

Expense Reimbursement**OUT-OF-STATE TRAVEL (CONTINUED)**

The State of Kentucky has established High Rate Travel Areas for subsistence reimbursement rates outside the state of Kentucky. This document provides a listing of areas qualifying for high rate reimbursement. The following subsistence reimbursement rates apply to high-rate areas:

Breakfast	\$10.00
Lunch	\$11.00
Dinner	\$23.00

TRAVEL BUDGET

Each department, school, or individual shall be given an annual travel budget allocation. It is the responsibility of the appropriate supervisor to ensure that budgeted amounts are not exceeded. Travel which will exceed the available budget may not be approved without specific approval of the Superintendent or designee.

SUPERINTENDENT'S TRAVEL EXPENSES

Prior to granting approval for payment, the Board shall review itemized reimbursement requests for the Superintendent's travel expenses in an open board meeting.

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

RELATED PROCEDURES:

03.125 AP.21
03.125 AP.22

- CLASSIFIED PERSONNEL -**Expense Reimbursement**

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The expense reimbursement process shall require documentation of the funding source/category used to pay expenses for all approved trips. Daily mileage shall be documented on the Mileage Reimbursement Form (Procedure 03.125 AP.22). Overnight travel shall be documented on the Travel Authorization Request (Procedure 03.125 AP.21) and shall be submitted and approved prior to the travel. All expense reimbursements will occur via the employee payroll process.

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