

DRAFT (DISTRICT INITIATED)

0303.225

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PERSONNEL

- CLASSIFIED PERSONNEL -

Expense Reimbursement

Provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse classified employees for job-related travel when such travel is a required part of the duties of the employee or for job-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 reimburse only actual expenses. Allowable expenses are:

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 current state rate when the employee uses a personal vehicle.

GASOLINE

Actual costs of gasoline and oil purchased and placed in a Board-owned vehicle by an employee while engaged in job-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 job-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 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.

PERSONNEL

0303.225
(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

Any monies spent for food and lodging while on out-of-District trips, when an overnight stay is required. All meal expenses must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 unless an exception is approved by the Board.

Reimbursement for food will occur only when there is overnight travel.

LODGING

Reimbursement will be provided for hotel or motel charges (excluding food or incidental expenses) incurred during approved school-related travel, with receipts required for substantiation.

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Overnight lodging will only be reimbursed for travel to destinations more than 50 miles from the Central Office. Any exceptions to this 50-mile policy must receive prior approval from the Superintendent. Lodging should be booked at the conference-designated hotel, utilizing the negotiated rate whenever available. Preapproval from the Superintendent is required if the nightly rate exceeds \$250 (before taxes and fees).

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~~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

RELATED POLICY:

03.29