

-CERTIFIED PERSONNEL-**Expense Reimbursement**

In accordance with administrative procedures and provided the Superintendent/designee has given prior approval to incur necessary and appropriate expenses, the Board shall reimburse school personnel for school-related travel and expense when such travel or expenses are a required part of the duties of the employee or for school-related activities approved by the Superintendent. 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 and school-related expenses.

REIMBURSEMENT FORM

Travel vouchers reimbursed from School Activity Funds shall be submitted within one (1) week of the travel. All other vouchers shall be submitted within thirty (30) days and before the close of the current fiscal year. No requests for travel or school-related expense reimbursement will be considered unless filed on the proper form and accompanied by itemized receipts. With the exception of meals, receipts shall be required for all expenditures over \$2.00.

Without proper documentation, individuals shall not receive reimbursement for travel or school-related expense, 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 for trips outside the school system which have been approved by the Superintendent will be reimbursed at the state mileage reimbursement rate in effect on July 1 of each fiscal year.

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. 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.

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**FOOD AND LODGING**

Monies spent for food and lodging while on out-of-District trips, when an overnight stay is required. Allowable expenses shall be reasonable and necessary as determined by the Superintendent.

USE OF PERSONALLY OWNED TELECOMMUNICATION DEVICES FOR DISTRICT BUSINESS

The following Anchorage Independent School District, staff whose job duties require them to be readily accessible, may be eligible for reimbursement of \$70 per month for use of a personally owned mobile device:

- Principals and Assistant Principals
- Maintenance Director

In such cases, reimbursement of \$70 will be made to an employee identified as eligible on a monthly basis via a standard invoice (form F-SA-8) and accompanying receipt.

Employees being reimbursed for use of a personally owned mobile communication device shall:

- ensure accessibility as identified by supervisor;
- ensure ability to utilize device for work-related activities as identified and as reimbursed; and
- adhere to associated policies for work-related activities, such as; acceptable use, data and media security and social networking.

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

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