

616-AR. PROCEDURE FOR REIMBURSEMENT FOR TRAVEL AND CONFERENCE ATTENDANCE

Itemized expenses to be reimbursed for approved activities must be submitted to the Business Office within fifteen (15) days following the activity or event on the approved district expense voucher.

Reimbursement will be made only for activities approved by the Superintendent on the district form that shall include an estimate of the cost of the activity. This shall apply to all activities that are held outside of school district boundaries.

All requests to attend conferences or conventions must be made according to state Board of Education regulations and district policy. Request for attendance at special meetings or conferences must be made a minimum of two (2) weeks prior to the date of requested attendance and must include a reasonable estimate of all expenses.

All employees traveling on approved school district business will be reimbursed for mileage at the rate approved by the Internal Revenue Service plus any additional expense, e.g., tolls and parking, after submitting an expense voucher itemizing all such expenses.

The following guidelines should be used by school district employees and any other person authorized for reimbursement of approved activities:

1. An expense voucher should be submitted within the week following the conclusion of the approved activity.
2. All approved activity expenses should be requested and paid prior to the end of the school (fiscal) year.
3. Except at the end of the school (fiscal) year, expense vouchers should total at least thirty dollars (\$30.00) before they are submitted for payment.
4. Employees who travel on a regular basis between two or more schools may itemize travel by the week. Itemized travel expense vouchers are required by federal regulations and provide the necessary documentation for payment.
5. All requests for reimbursement must be submitted on the district expense voucher form before payment will be approved.