

## 9.12 EXPENSE REIMBURSEMENTS

District personnel who incur permissible expenses in carrying out their authorized duties shall be reimbursed upon submission of a properly filled out and approved expense report with supporting itemized receipts (unless otherwise noted below).

Payment and reimbursement rates for mileage shall be in accordance with the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on a personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, entertainment, and the travel/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established below:

### **Per Diem (i.e. Meals)**

- \$50 per diem will be paid to employees for each night spent in a hotel on business. One night = \$50, two nights = \$100, etc. No exceptions.
- Per Diem reimbursement always requires an overnight stay.
- Receipts are not required for reimbursement.
- You will not be reimbursed for travel (ex: Uber/taxi/mileage) for your meals.

### **Hotel Stay**

- Hotels will be on a reimbursement basis and only the cost of the stay will be reimbursed (i.e. no taxes will be reimbursed). If an employee must stay in a hotel, preapproval must be obtained prior to the event unless in the case of an emergency, which may be approved with the Superintendent's discretion.

### **Airfare**

- Reimbursement for airfare for a training must be preapproved prior to purchase and the employee must use prudent judgement in incurring the expense.
- Additional expenses incurred for personal preference or convenience will not be reimbursed (i.e. first class, inflight entertainment/meals, etc.)

### **Miscellaneous**

- Parking will be reimbursed up to a maximum of \$25 per day. Receipts are not required for reimbursement.
- The accrual of frequent-flyer miles, reward points, credit card rewards and/or cashback, or any other reward under similar programs is strictly prohibited when traveling at District expense.

- Other permissible expenses incurred by employees related to their employment may be reimbursed at the discretion of the Superintendent.

**Exceptions**

- Any exception to the above requires appropriate justification, advance notification, and approval in writing.

Updated 1/10/2023