

ARMOREL SCHOOL DISTRICT

TRAVEL & REIMBURSEMENT RULES & PROCEDURES

School Vehicle: Out of district travel must first request district vehicle.

MILEAGE: When an employee uses a privately owned vehicle for travel on school business, reimbursement may be claimed at .42 per mile traveled along with a copy of a denied vehicle request form. The maximum mileage allowed will be determined using Google Maps beginning from Armorel School District to the hotel or location of conference.

General Guidelines: Travel mileage between the assigned workstation and home are not reimbursable. Only the owner of the vehicle may claim mileage reimbursement. The Armorel School District assumes no responsibility for any maintenance, insurance, operational costs, vehicle damage, or fines incurred by the owner of the vehicle while on official business for the School District. This reimbursement covers employees, administration, board members, and other persons associated with authorized school business travel, unless prohibited by law. School credit cards may be used for official school vehicles and for personal vehicles on authorized school business travel.

All travel must be pre-approved by the employee's Supervisor and the Superintendent, with an agenda or other documentation attached to the travel approval form which shows the purpose of the event the employee wishes to attend.

All employees under the direct supervision of the Superintendent must have prior approval from the Superintendent.

Any employee whose registration, lodging and/or air fare is pre-paid by the district and who does not attend the event must agree to repay the district in full. Any variation of this agreement will be at the discretion of the Superintendent.

Out-of-District Travel: Out-of-district travel mileage shall be reimbursed for periodic or occasional attendance to workshops, professional meetings, staff development, or informational sessions, or is necessary to the employee's job and assigned duties, as authorized by the superintendent and supervisor. Travelers are encouraged to car pool when several individuals are attending the same business, professional, or informational meetings. Documentation: Reimbursement shall be claimed on the Travel Expense Reimbursement Form and submitted within 30 days of the event.

MEALS: Meals for school business purposes shall be reimbursable according to the standard meal rates and/or daily limits indicated in the Meal Rate Table. If all meal credits are not taken during a business travel day, meal amounts may be credited to other meals for that day, but expense in excess of the daily limit shall not be reimbursed. Taxes are included in the standard Meal Rate Table. Consideration will be given for reimbursement of meal expenses in excess of standard table rates when incurred for authorized out-of-state business travel. Documentation: Reimbursement shall be claimed on the Travel Expense Reimbursement Form within 30 days of the event. Documentation must include itemized receipts of the meal(s). If meals are purchased by school credit cards, itemized receipts shall be obtained along with the credit card receipt and submitted upon return. The names of all school personnel for which meals are reimbursed should be listed on the itemized receipts.

Meal Reimbursement: Meals for school business purposes shall be reimbursable for the following instances: Out-of-district: When overnight lodging is required, meals shall be reimbursed according to the standard meal rates listed below. If breakfast is provided with the hotel stay or any meal is provided by the hotel or the conference that meal would not be reimbursable. The evening meal on the return date is not reimbursable.

Reimbursement credit for meals provided through registration for meetings and events shall not be subject to claim by the employee.

Meal Rate Table

Breakfast	\$ 9.00
Lunch	\$12.00
Dinner	\$25.00
Total	\$46.00

Board Policy 7.12 – *Section: Credit Cards* Employees who incur reimbursable expenses as defined in this policy are expected to pay for them initially by any means they choose and then submit their request for reimbursement.

Non-Allowed Items: The following items shall not be reimbursable by the school district in association with travel:

* **Alcoholic Beverages (with or without meals)**

* **Snacks and Refreshments**

* **Tips/gratuities**

Miscellaneous Expenses (Incidentals): The following expenses, if documented, shall be reimbursable by the school district in association with travel, at the discretion of the business manager and superintendent:

Parking facility fee

Bridge and highway toll fees

Taxi fares (not including tips)

LODGING: When a school credit card is used to pay for lodging, an itemized receipt must be obtained along with the credit card receipt and submitted upon return. When reimbursement is necessary, the employee shall provide an itemized hotel bill which includes all charges and that documents that the employee paid either by cash or personal credit card. All personal charges on the lodging invoice, such as personal phone, in-room movies, room service, laundry, etc., shall be marked personal on the bill and paid at checkout. These are not reimbursable expenses.

Documentation: Reimbursement shall be claimed on the Travel Expense Reimbursement Form and submitted **within 30 days of the event.**

**ARMOREL SCHOOL DISTRICT
TRAVEL & REIMBURSEMENT RULES & PROCEDURES**