

## **FACULTY TRAVEL AND EXPENSE REIMBURSEMENT**

It is the policy of the Amber-Pocasset Board of Education to reimburse itemized and necessary expenses incurred by employees or members of the board on educational trips authorized by the board and itemized and necessary expenses incurred transacting school business. The superintendent is directed to prepare a regulation supporting this policy and establishing a rate schedule for board approval.

Faculty and staff may be reimbursed for itemized and documented travel expenses provided such expenses are related to the employee's duties as expressed in the contract with the individual. However, if the employee attends a conference on personal business leave or on leave without pay, then the Amber-Pocasset School District shall not compensate the employee for travel or documented expenses.

The board prior to the event must approve the function and the cost to be reimbursed. Faculty members shall submit in writing to the superintendent the need for reimbursement. Notice must be given in time for the superintendent to submit this to the board and the board to give approval. If sufficient time to notify the board is not available, the superintendent may give temporary approval.

Only those items for which there is itemized documentation may be reimbursed. Travel shall be reimbursed at the IRS rate according to mileage indicated on an Oklahoma map.

Per IRS rules, reimbursement of travel expenses for non-overnight trips is taxable as income.

Travel expenses and other related expenses of prospective employees for sponsored visits to the school district shall be paid at the discretion of the board under the same guidelines as those for school employees.

**REFERENCES:**     **70 O.S. 5-117 (Section 68, School Laws of Oklahoma)**  
                          **HB 2909, 1998 Legislative Session**  
                          **HB 1386, 1999 Legislative Session**

***THIS POLICY REQUIRED BY LAW.***