

TRAVEL AND EXPENSE REIMBURSEMENT FOR BOARD MEMBERS AND ADMINISTRATORS

School board members and administrators of Amber-Pocasset School District may be reimbursed for itemized and documented travel expenses provided such expenses are related to the responsibilities of the board member or administrator and approved by the board. The function and the cost to be reimbursed should be approved by the board prior to the event. Board members or administrators should submit in writing to the board the need for approval of the travel or expenses, the length of given travel or meeting, and related reimbursement needs. **On 12/07/98 the Amber-Pocasset Board voted to give the Superintendent the authority to approve meeting and travel including reimbursement of expenses.**

The request should be made in time for the item to be placed on the agenda of a board meeting held prior to the event or travel in question so that there is sufficient time for the board's consideration. 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 of reimbursement according to mileage indicated on an Oklahoma map.

Per diem

For the purpose of simplifying reimbursement of meal expenses of board members or administrators during authorized travel, the board may choose to reimburse such board members or administrators on a per diem basis, rather than requiring itemization and documentation, as long as the amount of reimbursement does not exceed the per diem established by the I.R.S.

Prospective employees

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.

GUIDELINES FOR TRAVEL AND EXPENSE REIMBURSEMENT

Employees requesting to attend professional/job-related meetings outside the school district must be approved by all designated administrators at least one week in advance of the meeting.

Job-related expenses incurred by employees for meals (including tax and gratuities), lodging, airfare, registration, tolls, and parking may be reimbursed with actual receipts. Meals for out-of-town travel will be reimbursed at a rate not to exceed \$30.00 per day upon submission of actual receipts. Signatures are required on each expenditure.

Use of personal vehicles will be reimbursed at the prevailing IRS mileage reimbursement rate (not to exceed the cost of air travel). Employees requesting mileage reimbursements should submit a requisition with supporting documentation for payment either on a monthly basis or at least twice per school year. One request at the end of the school year is prohibited due to finalizing fiscal year expenditures and budgeting guidelines.

Meals (including taxes and gratuities) for out-of-town travel will be reimbursed at a rate not to exceed \$30.00 per day upon submission of actual receipts.

Actual cost of lodging will be reimbursed upon submission of actual receipt.

Registrations paid by employees may be claimed upon submission of actual receipt.