

EXPENSE REIMBURSEMENTS

District personnel who incur expenses in carrying out their authorized duties are reimbursed by the District upon submission of a properly filled out and approved voucher with supporting receipts required by administrative regulations. Expenses may be approved and incurred within the limits of budgetary allocations and the maximum reimbursement rates for meals as follows:

Breakfast (before 10:30 a.m.)	\$ 7.50
Lunch (10:30 a.m. — 2:30 p.m.)	10.00*
Dinner (after 2:30 p.m.)	<u>25.00</u>
Full Day (with overnight travel)	\$42.50**

* Day trips will allow for a reimbursable \$10.00 lunch only, unless a business meeting is taking place during breakfast or dinner.

** Full-day reimbursements with overnight travel allow for flexibility in the breakfast/lunch/dinner amounts as long as the total does not exceed the full-day rate for reimbursement of \$42.50. Gratuities may be permissible up to 20% within the maximum daily or meal amount limits.

Each staff member must submit one signed individual Expense Reimbursement Form for reimbursement within 90 days of incurring the costs or no later than June 30, whichever is earlier. Group requests will not be accepted.

When official travel by a personally owned vehicle is authorized, mileage payment is made at the IRS rate within the limitations of Federal law.

The Board prohibits employees and Board members from accepting, soliciting or using the authority or influence of his/her position to secure, for personal travel, a discounted or "frequent flyer" airline ticket or other benefit from an airline if he/she has obtained or earned the ticket on official travel. Any miles earned become the property of the District and must be used for future official travel by District employees or the Board.

A traveler on official school business is expected to exercise the same care in incurring expenses as a prudent person exercises in traveling on personal business. Excessive costs, such as those caused by circuitous routes or luxury services or accommodations, are not considered prudent, nor are they accepted for reimbursement.

[Adoption date: May 31, 2011]

[Re-adoption date: February 18, 2014]

[Re-adoption date May 18, 2015]

[Revised: June 30, 2015]

LEGAL REFS.: ORC 2921.42, 2921.43,
3313.12; 3313.20,
3315.15

CROSS REFS.: BHD Board Member Compensation and Expenses
GCL, Certified Staff Development Opportunities