



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Expense Reimbursements
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### **Expense Reimbursements**

All expenses must have prior approval from the Superintendent/designee. The following regulations apply to travel and other types of reimbursable expenses directly related to the performance of District business.

1. **Travel Requests:** These must be submitted in advance through the appropriate administrators to the Superintendent/designee. After approval, the staff member must obtain a purchase order for anticipated expenses in advance of the travel.
  
2. **Transportation:** All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business.
  - A. **Automobile:** Reimbursement is made at the IRS rate. This is the maximum rate regardless of the number of passengers. Parking charges, as well as toll and ferry charges, are reimbursable. To claim reimbursements for mileage, use the Mileage Reimbursement Form.
  - B. **Travel by Public Conveyance:** Round-trip tickets should be purchased if these offer a price advantage. Approval is for coach fare only.
  - C. **Local Transportation:** Local transportation such as taxicabs, airport limousines and buses should be used when justified.
  - D. **Car Rentals:** Rental cars may be used only in cases of emergencies or when no other means of local transportation is practicable and the rental has been preapproved. Emergencies include: canceled airline flights or change in destination due to inclement weather or other circumstances.

### **3. Subsistence**

- A. **Lodging:** Any person on official District business who must secure lodging in connection with that business is entitled to reimbursement for the cost of a single room. In lieu of a reimbursement, the District prefers that all arrangements

are made in advance and that the Treasurer's office send a check for payment with the traveller. It is very important that all government rates are requested during the reservation process to ensure the most economical rates for the District. The staff member must also obtain tax-exempt forms from the Treasurer's office prior to travel. If the traveler is accompanied by his/her spouse, lodging expenses are reimbursed at the single occupancy rate if there are additional charges incurred for a double room.

- B. Meals: Meals consumed by a person on official business are reimbursed upon submission of appropriate itemized receipts, and alcoholic beverages are never reimbursed.

#### **4. Other Reimbursable Expenses**

- A. Telephone and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an Expense Reimbursement Form. Calls other than from or to the District should be charged whenever possible to the District. If an expense for telephone, postage or certified or registered mail must be paid in cash, the claim may be made on an Expense Reimbursement Form as a "miscellaneous expense." An explanation must be given, such as the origin and destination of the call. A receipt should be obtained.
- B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel Expense Reimbursement Form. Registration fees in excess of \$50 may be requested for advance payment to the agency by separate purchase order prior to the event.
- C. Gratuities: Staff members are reimbursed with bona fide documentation for gratuities for any meals while on professional leave and/or official school business in the performance of their duties within the limits of prior approved meal reimbursements.

#### **5. Travel Form and Receipts**

Reimbursement for expenses is obtained by submitting an Expense Reimbursement Form after the expense was incurred.