

Procedure Reimbursement for Expenses and Travel Expenses

Travel Status

Employees and District officers will be reimbursed for approved travel expenses as follows:

Off Island Day Travel: Eligible for approved mileage and ferry fare reimbursement only. No meal allowance for day travel.

Off Island Overnight Travel: Eligible for approved reimbursement of mileage, ferry fare, lodging, and meals.

Travel Request

Travel requests must be approved by the staff member's immediate supervisor prior to submission to the Superintendent or designee. Out of state travel must be approved by the Superintendent.

The travel request must show meals, lodging, transportation, registration and any other estimated expenses for which reimbursement will be requested upon completion of travel and the budget category to which reimbursement is to be charged.

Cash Advances

Cash advances are allowed with prior approval from the employee's supervisor, the District Office, and the Superintendent. A record of expenses in order to settle the cash advance must be submitted to the District Office within fifteen (15) days following the end of the event/activity or prior to the last day of school.

All cash not returned to the District must be accounted for by attaching original receipts (except for mileage expenses) on District required forms. All unsettled cash advances may be withheld from the employee's last payroll warrant (check).

Reimbursement of Claims

Claims must be submitted to the Business Office at least twenty (20) days prior to the regular Board meeting for reimbursement, and must be submitted no later than fifteen (15) days following the end of the activity/expense. June activity/expenses must be submitted prior to the last day of school.

A mileage report is to be submitted each month for reimbursement of mileage in a personal vehicle. The report must have a map attached with each point of departure and destination. The map shall not include mileage incurred while traveling on the ferry.

A statement of expenses is to be submitted for each trip for which reimbursement is being requested.

Reimbursable Expenses

Lodging	Reasonable rates	Itemized receipt required
Meals	Reasonable rates	Itemized receipt required
Airline, Train, Bus Fare	Reasonable rates	Canceled ticket serves as receipt
Taxi, Parking, Toll		Receipt required

- A. **Hotel and Motel Expenses:** Individual receipts are required from each staff member who obtains reimbursement from the District. When two or more people share a room, the room will be registered to all of the occupants. Each person will obtain and pay a bill for the share of the room charge when possible. If the hotel or motel will not provide that service, the person paying the bill and requesting

reimbursement will note on the receipt all other staff members who shared the room. Hotel or motel charges are not to be billed directly to the District.

B. **Airline Tickets:** Receipts for airline tickets will be reimbursed by the District.

Travel Advances

- A. A written request for a travel advance must be submitted to the Superintendent or designee.
- B. Travel advances are paid in the form of a check payable to the staff member.
- C. A statement of expense must be submitted to the Business Office within fifteen (15) days following completion of the travel. If the actual expenses are less than travel advance, the staff members will reimburse the District for the difference.
- D. The Advance Travel Revolving Fund should not be used for payment of airline tickets, pre-registration fees or for reimbursements to staff or officers for travel expenses already incurred.

Non-Reimbursable Expenses

The following expenses are not reimbursable:

- A. Alcoholic beverages, meals or snacks other than regular meals;
- B. Personal telephone calls, postage, and memberships;
- C. Mileage to and from home;
- D. Mileage for school levy promotions and other nonofficial school functions;
- E. Entertainment;
- F. Expenses for travel extending beyond the time required for the meeting or business, unless it is in the District's financial interest to extend the travel over a Saturday night or such other rate advantages; and
- G. Expenses incurred by non-employees traveling with the staff member, including room surcharges.
- H. Expenses without an itemized receipt.
- I. Products purchased and mailed to an employee's personal address or residence.
- J. Expenses incurred or charged to someone other than the employee.

Adopted: February 11, 2015