

SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY

FISCAL MANAGEMENT

EXPENDITURES

EXPENSE REIMBURSEMENT

671.2

Approved Travel - Reimbursement of Expenses

Reimbursement of expenses incurred by an employee or School Board Member as a result of approved travel while on school business shall be as follows:

1. Transportation costs shall be reimbursed for the method of transportation which results in the greatest advantage to the School District. Mileage for school business purposes – See Policy 671.21 Expense Reimbursement – Reimbursement of Mileage.
2. Lodging costs – preferred method is to have all lodging costs prepaid by the district. If not prepaid, then the costs shall be limited to the single rate per day when traveling to in-state or out-of-state functions and reimbursement shall not exceed actual cost.
3. In-state or out-of-state meal expenditures shall be limited to the standard IRS CONUS meal allowance rates. Rates will be updated on the Travel Expense Reimbursement Form annually. If you are paying for more than one person's meal, indicate the name(s) of the other(s).

Breakfast shall be paid only when required as part of a multi-day function (i.e., after the first day) and if a breakfast meal is not included with the cost of the event/conference.

Dinner shall be reimbursed when required as part of a multi-day function, or when the employee is scheduled to return home after 7:00 p.m., if a one-day function. A scheduled banquet as part of a conference is an exception to the above guideline.

All meal allowances shall be understood to include cost of tips. An employee may combine costs of individual meal allowances to determine a maximum limit for a full day. No expenditures for alcoholic beverages will be reimbursed.

4. Registration fees shall be reimbursed by the School District, if pre-approved by supervisor.
5. Receipts for all expenses, other than cab fares and parking, are to be turned in to the Business Office, attached to the Travel Expense Reimbursement Form.
6. The School District shall not reimburse expenses paid by outside agencies and any other source, nor shall they School District reimburse expenses incurred by a spouse traveling with an employee.
7. Expense reimbursements for other than travel and meal costs –

Purchases an employee or Board Member makes with their own money or charge card for school supplies or other expenses must have prior approval from his/her direct supervisor. If the employee makes a purchase without prior approval, the District is under no obligation to reimburse.

The only exception to this is for pre-approved travel expenses where the exact costs are not yet know at the time of the request.

Reimbursement is requested on the Travel Expense Reimbursement Form or the Requisition Order Form, whichever is applicable.

Legal Reference: Wisconsin State Statutes: 118.21(1), 118.21(3), 118.24(5), 120.10(4), 120.13(16) and (32)

Cross reference: Policy 671.21

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