

EXPENSE REIMBURSEMENTS

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

1. Travel Requests: These must be submitted in advance through the appropriate administrators to the Superintendent or his/her designee.
2. Transportation: All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel is by the most direct route.
 - A. Automobile: Reimbursement is made at the current IRS rate. This is the maximum rate regardless of the number of passengers. Parking charges, as well as toll and ferry charges are reimbursable.
 - B. Travel by Public Conveyance: Round-trip tickets should be purchased if these offer a price advantage. Approval is for coach fare only.
 - C. 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 pre-approved. 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. If the traveler is accompanied by his/her spouse, lodging expenses are reimbursed at the single occupancy rate.
 - B. Meal consumed by any person on official business are reimbursed up to \$7.00 for breakfast, \$12.00 for lunch and up to \$20.00 for dinner.
4. Other Reimbursable Expenses
 - A. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher: Registration fees may be requested for advance payment to the agency by separate purchase order prior to the event.
 - B. Staff members are not reimbursed for taxes or gratuities while on professional leave.

5. Travel form and Receipts

- A. Reimbursement for expenses will be made upon proper documentation with receipts being submitted to the district treasurer.

Approval Date: September 29, 2015