

Snake River School District #52

FINANCIAL MANAGEMENT

7430P1

Travel Expense Reimbursement Procedure

SNAKE RIVER SCHOOL DISTRICT WILL REIMBURSE TRUSTEES AND DISTRICT EMPLOYEES FOR REASONABLE EXPENSES INCURRED WHILE TRAVELING ON AUTHORIZED SCHOOL BUSINESS.

All out-of-district travel of non-administrative personnel must be approved in advance by the supervisor or Superintendent.

Reimbursement allowance will be up to \$49.00 per day if possible.

Per diem allowance will be on those meals not covered in the registration fees.

Lodging, registration, and meal allowance costs approved by the administrator may be paid in advance.

MILEAGE REIMBURSEMENTS AND DISTRICT CAR USE:

Administrators and staff members are encouraged to use the district's car for travel to conferences, meetings, or workshops. The vehicle will be used for out-of-district travel, with preference given to long trips. Employees will be authorized to use their own vehicle and receive the current rate (\$.56) of reimbursement. When multiple employees must travel to an event, a vehicle should be scheduled and employees may travel together unless they elect to use a personal vehicle. Staff members must have approval from their building principal before scheduling a car.

Mileage will be reimbursed after the trip is completed and an approved District Expense Voucher has been submitted.

ELIGIBILITY FOR REIMBURSEMENT FOR IN-DISTRICT TRAVEL INVOLVING THE USE OF PRIVATELY OWNED VEHICLES SHALL REQUIRE APPROVAL OF THE SUPERINTENDENT OR HIS/HER DESIGNEE.

In-district mileage shall be defined as all mileage required in connection with performance of duties within the district, except that which involves travel from home to the first assignment for that day and from the last assignment of the day to home. Reimbursement will be from base school to last school assigned each day.

No travel reimbursement will be allowed for attending Board meetings or to return to the school in the evenings or on weekends, etc., to work. This will be considered part of the job responsibility.

School-owned vehicles should be utilized when available.

SCHEDULE FOR PAYMENTS:

These Expense Account and Mileage Claim Forms will be processed on the second and fourth Wednesday of each month or corresponding with the day after the next board meeting. In order to be processed and included in a given month, they must be submitted to the Business Office at least one week before the process date.

Mileage reimbursement claims should be made monthly, quarterly or semi-annually, depending on the quantity of reimbursement.

Total annual mileage for in-district travel reimbursement should not exceed \$800 and must be processed in the budget year incurred.

Procedure History:

Promulgated on: 01/08/2018

Revised on:

Reviewed on: