

EXPENSE REIMBURSEMENTS

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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 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. 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 pre-approved. Emergencies include cancelled airline flights or changes 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 his/her spouse accompanies the traveler, lodging expenses are reimbursed at the single occupancy rate.
 - B. Meals: Meals consumed by a person on official business are reimbursed upon submission of appropriate itemized receipts.
4. Other Reimbursable Expenses
 - A. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher.
 - B. Gratuities: Staff members are reimbursed with bona fide documentation for gratuities for any meals while on professional leave 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 voucher after the expense was incurred.