

Expense Authorization/Reimbursement

The following procedure has been established for an employee/board member desiring authorization and reimbursement for authorized expenses associated with school business:

- A. Submit request to direct supervisor utilizing appropriate request form;
- B. Direct supervisor approves or disapproves request;
- C. Approved request is itemized and assigned a budget account line;
- D. Approved request is submitted to the Superintendent of Schools for approval or disapproval;
- E. Superintendent of Schools approves or disapproves request;
- F. Request approved by the Superintendent of Schools is specified by financial amount and budget account line.
- G. After expenses are incurred employees must submit receipts for reimbursement of authorized expenses. There will be no reimbursement without receipts.
- H. Advances/prepayment shall be defined as any expense relating to the approved school business event which are paid before the event's date. It will be customary practice that advances/prepayment are not granted and any exception must be approved by the Superintendent of Schools
- I. Use of personal vehicles for school business is reimbursable at the current rate of the Internal Revenue Service (I.R.S.). The rental of a vehicle will be permitted when it is the most practical and cost effective means of ground travel. The Superintendent of Schools or the Assistant Superintendent for Business can assist employees in obtaining car rentals and also assessing cost effectiveness.
- J. Reimbursement for meals includes reasonably priced meals, nonalcoholic beverages and tips. As a guide, a daily meal expense of up to \$30.00 is deemed a reasonable amount. (\$7.00 breakfast, \$7.00 lunch, \$16 dinner)

Adopted: 10-21-2020