

EXPENSE AUTHORIZATION/REIMBURSEMENT

Staff members are required to provide the following information when claiming reimbursement for expenses:

1. Properly completed and signed voucher.
2. Receipts for meals, lodging, and all other valid expenses.
3. Odometer readings showing beginning odometer reading, ending odometer reading, and total miles traveled. (In lieu of this, employees may claim mileage reimbursements based upon the district's mileage chart.)
4. Receipts are required on any claim for lodging regardless whether the trip is in or out-of-state. Receipts in the form of a copy of a credit card ticket are not satisfactory. A receipt from the hotel or motel is the only acceptable receipt for lodging.
5. Reimbursement for driving your own car can only be made if no school vehicle is available for your use, if medically necessary, or for extenuating circumstances with prior approval from the superintendent. Reimbursement for reasons other than those listed above is at one-third of the current state transportation guidelines.
6. If driving a school vehicle, the Transportation Department will fill the vehicle with gasoline and charge it to the budget of the last user.
7. Any adjustments recommended by the building administrator and approved by the Superintendent must be charged back to the appropriate school account and fall within the district's approved budget.

Approved: 11/12/84
Revised: 8/9/10
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