

EXPENSE REIMBURSEMENTS

Limits of budgetary allocations for authorized expense incurred include:

1. Transportation: The employee determines with approval from their immediate supervisor the most cost-effective method of transportation for the trip.
 - A. Personal Vehicle. Use of employee's personal vehicle for school business is reimbursed at the IRS approved rate.
 - B. Public Transportation. All fares incurred by an employee utilizing public transportation for business-related travel are reimbursed at the "coach" rate or its equivalent.
 - C. Tolls and Parking. All tolls and parking charges incurred while on school business are reimbursed to the employee as long as proper documentation is provided.
2. Lodging and Accommodations: Lodging costs, for the employee only, are reimbursed to the employee if not paid in advance. A maximum of \$150 per day for lodging is expected unless prior approval is made with employee's immediate supervisor.
 - A. Miscellaneous Hotel Charges. Miscellaneous hotel charges such as room movies, in-room snacks, access to hotel athletic facilities, etc. are wholly discretionary charges not subject to reimbursement.
 - B. Meals. The District reimburses the traveling employee for costs of all meals consumed while traveling at an average rate of \$50 per day. No reimbursement is paid for meals provided for in the cost of the seminar/conference. The District does not reimburse any costs associated with alcoholic beverages.
 - C. Tips for Meals/Hotel/Transportation. Reimbursement for tips is made so long as the tip does not exceed 18% of the employee's share of the total bill.
3. Miscellaneous Charges
 - A. Sightseeing Costs. All sightseeing or related costs (even those sponsored by the event coordinator) incurred by the employee are wholly discretionary and are, thus, not eligible for reimbursement.

- B. Fines. Any fines incurred by an employee during the course of business travel (e.g. parking ticket, moving violation, etc.) are the responsibility of the employee and are not reimbursable.
- C. Miscellaneous Costs. Miscellaneous costs not described above, but directly attributable to the approved trip are reimbursed by the District if properly documented and approved by employee's immediate supervisor.

(Approval date: October 11, 2005)