

## EXPENSE REIMBURSEMENTS

The following expenses are authorized for reimbursement:

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 unless prior approval is made with employee's immediate supervisor. 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, and are reasonable within the approved trip are reimbursed by the District if properly documented and approved by employee's immediate supervisor.

(Approval date: October 11, 2005)

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