

SCHOOL DISTRICT OF OMRO

671.1-Rule

EXPENSE REIMBURSEMENT GUIDELINES

I. Transportation

In general, District employees and Board members are encouraged to travel by the least expensive means, using the most direct and safest route. If an individual, for personal convenience, does not use the most direct route, and incurs additional expense, such additional expense shall be considered personal with reimbursement limited accordingly. When a number of District employees/individuals are traveling to the same destination at the same time, it is their responsibility to arrange for pooled transportation where practical.

A. Automobile Transportation

1. School Van

- a. All employees and Board members will be required to take the school van if it is available. If an individual elects to take their own vehicle when the school van is available they will be ineligible for mileage reimbursement.

2. Use of Privately-Owned Vehicles

- a. Charges such as parking, road and bridge tolls are reimbursable.
- b. Charges for repairs, tow service, and traffic violation expenses are the District employee's or Board member's responsibility and are not reimbursable.
- c. Reimbursement for mileage, meals, and lodging shall not exceed what would ordinarily have been required had the most practical form of public transportation been used.
- d. When an employee uses his/her privately-owned vehicle on official business, the allowable mileage shall not school building to which assigned to destination and return.

II. Meal Expenses

- A. Receipts are required to claim reimbursement for meals as they represent actual, reasonable and necessary expenses.
- B. Breakfast, provided the District employee or Board member leaves home before 6:00 a.m.
- C. Lunch, provided the District employee or Board member leaves his/her school or home before 10:30 a.m. and returns after 2:30 p.m.

- D. Dinner, provided the District employee or Board member departs before 4:30 p.m. and returns home after 7:00 p.m.
- E. No reimbursement shall be made for the cost of tips, tax (it should be noted that the District is tax exempt at the time of purchase) or alcoholic beverages.
- F. Meals included in the cost of the conference registration fees paid direct cannot be claimed for reimbursement as a separate item.

III. Hotel and Motel Expenses

- A. The choice of lodging shall be based on cost with consideration to the accessibility in conducting business as follows:
 - 1. When traveling alone, a District employee or Board member must stay in a single hotel or motel room at a reasonable rate for the community, if available. District employees or Board members of the same sex traveling together are encouraged, whenever feasible, to share lodging accommodations.
 - 2. When a District employee or Board member is required to attend a specific function that includes staying at a particular lodging accommodation, he/she shall be entitled to reimbursement required for such a stay at the lodging accommodation.
 - 3. When a District employee or Board member is required to attend a specific function that does not specify the particular lodging accommodation, his/her lodging reimbursement shall be within the established maximums, except under circumstances covered by state law.
- B. District employees or Board members shall observe posted hotel checkout hours in order to avoid a charge for the day of departure. Any such charges will be at the individual's expense.
- C. All lodging expenses must be supported by the original machine printed receipts which are furnished by most hotels or motels, or an original handwritten receipt.
- D. Expenses for lodging at homes of relatives or friends are not reimbursable.
- E. When registering in hotels or motels or signing for any official purpose, District employees or Board members shall ask for government discounts.
- F. In those instances where a meeting/conference is held within commuting distance of the assigned school, lodging will not be approved except in extenuating circumstances.
- G. District employees and Board members will contact the District Office to reserve hotel rooms.
- H. Maximum reimbursement to the District employee or Board member is limited to the single rate for a single room.

IV. Miscellaneous Expenses

A. Registration Fees

1. District employees or Board members are encouraged to use Request for Payment forms to prepay whenever possible for registration fees for conferences, conventions, seminars etc. The applicable page from the brochure, application or registration form must be completed and attached to the Request to Attend a Meeting/Conference form and Request for Payment form so it may be sent in with the check.
2. Expenses for spouse, other family members and non-business related activities such as, sight-seeing tours, wine, and cheese receptions, etc., included as a specific charge in the registration fees are not reimbursable.

B. Other Incidental Expenses

1. A complete description must be included in the travel expense report. Receipts are required.

V. Traveling with Spouse

- A. Travel expenses for the spouse or individuals not conducting District business are not reimbursable. With respect to the cost of lodging, the amount reimbursable will be equal to the single rate for a single room. The hotel or motel clerk should write the single room rate on the receipt.

VII. Reimbursement Rates

- A. Mileage will be paid at the rate allowed by the Internal Revenue Service.
- B. Meals will be reimbursed at the actual expense with the following maximum rates:
1. Breakfast- \$6.00
 2. Lunch- \$10.00
 3. Dinner- \$15.00

No reimbursement is provided for tax, tips, or bar charges.

- C. Hotel/motel charges per night of up to \$100.00 will be reimbursed. Anything over this rate needs prior approval.

CROSS REFERENCE: 164-Rule, Board Member Expense Reimbursement Guidelines
671.1, Expense Reimbursements
671.1-Exhibit, Expense Reimbursement Form