8.14WF—CLASSIFIED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervision with the authority to make school approvals), or the appropriate designee of the Superintendent and that the employee's attendance/travel was at the request of the district.

It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval.

Reimbursement claims must be made on forms provided by the District and must be supported, when required, by appropriate, original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

A school car shall be used for travel when available. The school employee should complete a school car request form at least one week prior to traveling and return the form to his/her building principal for approval and confirmation of availability. If a school car is available and the employee chooses to use his/her own vehicle, no mileage reimbursement will be paid. If a school car is not available, the employee may be asked to drive his/her own vehicle and be reimbursed at the rate below. Only one mileage reimbursement will be paid when more than one employee is attending the same conference; therefore, those employees will be encouraged to carpool.

Meals may be reimbursed for travel that necessitates an overnight stay when submitted to the dictates of this policy. Meals will be reimbursed at the rate below. Breakfast meals will not be reimbursed unless the employee is required to stay overnight. If breakfast is provided where the employee lodges, a breakfast reimbursement will not be allowed. Additionally, no meal reimbursements will be made when a meal is included as a part of a workshop or conference. All other reimbursements shall be prorated based on the percent of a day the employee is away on travel. For example, if an employee returns from his/her travel in the afternoon, he/she is only eligible for reimbursement for breakfast and lunch expenditures.

Meal expenses incurred by the Superintendent or other administrators as necessary, in the performance of their duties when meeting with state officials or consultants may be reimbursed on a prorated, per-person basis in line with the mandates of this policy. Such expenses shall only be reimbursed when the expenditure is likely to result in a tangible benefit to the district.

If a workshop/conference requires an employee to stay overnight, the employee must complete and turn in a lodging request form at least one week in advance to his/her building principal for approval along with the proper documentation establishing the date, time, place, and purpose of travel. It is recommended that the employee offers multiple locations as choices where available. Employees are urged to be selective with their choices of lodging and to choose clean, safe, comfortable locations that are reasonably priced. Once the overnight stay is approved by the superintendent, the superintendent's secretary will make all reservations. The district will also pay for parking when necessary. All receipts for lodging and parking should be returned to the district office upon return.

Normal expenses under the West Fork District policy are allowed at the following rate: 52 cents per mile for mileage, up to $35 per day for meal reimbursements with maximums of $9 for breakfast, $12 for lunch, and $14 for dinner, and actual expense for lodging.

Cross Reference: Policy 7.12—EXPENSE REIMBURSEMENT

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