

Employee Expense Reimbursement Policy

Mileage

District employees will be reimbursed for approved (in writing) work-related miles driven using their personal vehicle. Reimbursement will be paid at the IRS determined standard mileage rate in effect at the time the miles were driven (the IRS establishes this rate annually). Detailed records regarding the point of origin and point of destination must be submitted when seeking reimbursement.

Reimbursement will be made only for mileage driven in EXCESS of the number of round trip miles an employee drives to/from work on a daily basis. For example, if an employee's building location is 20 miles from their home, reimbursement will be made only for mileage exceeding 40 miles daily.

Conference/Workshop Related Expenses

District employees will be reimbursed for approved (in writing) expenses incurred while attending an approved (in writing) conference or workshop. Detailed receipts are required for reimbursement.

The daily meals maximum is \$45 (generally, \$10 for breakfast, \$15 for lunch, and \$20 for dinner). If a conference/workshop includes any meals, the daily allowance for that meal type will be deducted from the daily maximum of \$45 (i.e. if lunch is provided at a conference, the daily maximum will be reduced to \$30). Under no circumstances will alcoholic beverages be reimbursed. Tips should not exceed 15%.

Lodging costs should not exceed the lowest single room rate charged by the hotel. Parking fees will be reimbursed; however, valet parking is generally not permitted.

Reimbursement of Out-of-Pocket Expenses

Out-of-pocket expenses (travel related or not) of \$100.00 or less are reimbursable if you have prior written approval from your supervisor. An ORIGINAL receipt for the item(s) must be submitted to the business office for reimbursement. Out-of-pocket expenses (travel related or not) of \$100.00 or more are reimbursable if you have prior written approval from your supervisor and the CEO.

Effective 12/15/15