

3440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education may pay the expenses of professional staff members when they attend professional meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight () or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see [Form 3440A F1](#)). No individual may approve his/her own travel or travel expenses.

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Any reimbursement for other job-related expenses shall be approved by the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may not be reimbursed unless approved by the Superintendent.

M.C.L.A. 380.1254, 380.621, 380.621a, 380.622

Revised 2/17/05

Revised 3/9/06

3440A - JOB-RELATED EXPENSES

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Any expense paid for or reimbursed by the District for overnight or out of state travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 3440A F1).
- B. Travel within or outside the District which does not involve overnight or out of state travel, is to be authorized by the Superintendent.

Procedure

- A. Under normal conditions, officers, and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- B. Travel should be by the most direct and economical route.
- C. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.

- D. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- E. In all instances of travel reimbursement, full itemization of expenditures is required.
- F. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, at the current rates approved by the Board and on the basis of itemized expense accounts and submitted on [Form 3440A F1](#).
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. (If staff members attend meetings as a group, the allowance will be made accordingly.) Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. Lodging and meals will be reimbursed at a reasonable rate;

All claims must be supported by original receipted bills.
- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- E. Registration fees, exclusive of personal dues, are reimbursable.
- F. Sales tax on hotel bills is reimbursable.

Revised 11/04
Revised 9/05

1440A - JOB-RELATED EXPENSES

Expenses which are incurred by administrative staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, an administrative staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Any expense paid for or reimbursed by the District for overnight or out of state travel must be approved by the Board or its designee prior to incurring the expense and after returning (see Form 1440A F1).
- B. Travel within or outside the District which does not involve overnight or out of state travel, is to be authorized by the Superintendent

Procedure

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms (see [Form 3243 F1](#)).
- B. Under normal conditions, officers, and administrative staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Administrative staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, at the current rates approved by the Board and on the basis of itemized expense accounts and submitted on [Form 1440A F1](#).
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. (If staff members attend meetings as a group, the allowance will be made accordingly.) Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. Lodging and meals will be reimbursed at a reasonable per diem rate.

All claims must be supported by original receipted bills.
- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- E. Registration fees, exclusive of personal dues, are reimbursable.
- F. Sales tax on hotel bills is reimbursable.

Approved 9/05

4440 - REIMBURSEMENT OF JOB-RELATED EXPENSES

The Board of Education may pay the expenses of support staff members when they attend staff development meetings approved in accordance with Board policy and in accordance with the administrative guidelines of the Superintendent. Any expenses paid for or reimbursed by the District for overnight () or out of State travel must be approved by the Board or its designee prior to incurring the expense and after returning (see [Form 4440A F1](#)). No individual may approve his/her own travel or travel expenses.

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any support staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

Any reimbursement for other job-related expenses shall be approved by the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may not be reimbursed unless approved by the Superintendent.

M.C.L.A. 380.1254, 380.621, 380.621a, 380.622

Revised 2/17/05

Revised 3/9/06