

Reimbursement Of Expenses

Reimbursement for Approval Expenses: With prior approval of the Superintendent, to determine the appropriateness, professional employees will be allowed to attend certain in-state or national professional development/conferences. All travel outside this state that is paid for or reimbursed by Char-Em ISD requires ISD Board or Designee pre-approval. Employees will be reimbursed for pre-approved, reasonable expenses while traveling for Char-Em ISD related purposes upon submission of an approved voucher and supporting receipts. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expense. Reimbursable expenses will include pre-approved and reasonable costs of lodging, meals, registration fees, and transportation.

Authorization for Travel for Professional Development/Conferences: The employee's immediate supervisor and Superintendent must pre-approve all reimbursable travel. A Professional Development/Conference request form must be completed and approved no later than five school days prior to departure.


The request form submitted for approval will include a description of the professional development/conference, the dates and locations of the activity, the type of travel required and estimated cost, the number of nights lodging requested and cost, the number of meals necessary and estimated cost, the cost of registration, and other costs. The request will also include a statement expressing the purpose of the conference and how attendance will enhance the services provided by Char-Em ISD.

Reimbursement: In order to be reimbursed the employee must attach original receipts for lodging, meals, registration fees, and transportation to the approved conference request voucher form. In cases where a family member accompanies the traveler, the single room rate, if different from the double room rate, must be noted on the bill by the lodging personnel. Expenses incurred for family members of employees shall not be reimbursed. Some expenses are the personal responsibility of the employee and are not reimbursable. The following list is not all-inclusive, but intended to show examples of such non-reimbursable expenses: in-room movies, mini-bar charges, concierge services, long distance telephone charges, and other in-room services. Travelers should not charge business-related long distance telephone calls on the hotel bill, if avoidable.

Adopted: December 7, 1995

Amended: September 27, 2004

Amended: March 28, 2005

 _____, Board Secretary