

East Jordan Public Schools

TRAVEL PAYMENT & REIMBURSEMENT POLICY

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for mileage shall be approved by the Board annually. The

Board shall establish mileage rates.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

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MILEAGE REIMBURSEMENT ADMINISTRATIVE GUIDELINE

Complete Reimbursement Form as follows:

Date	Indicate date of mileage requesting reimbursement took place.
Reason for Travel	Indicate reason for travel
From/To	From what destination to what location.
Mileage	Miles driven.
Total Mileage	Total all miles driven.
Total Mileage Reimbursement	Total miles x Board approved rate.
Employee Signature	Must have signature or will be returned.
Principal/Supervisor Signature	Must have signature or will be returned.
Account Number	Principal or supervisor will assign account number.

When form is completed, please forward to the business office.