

Section 3000 – Fiscal Management

3600 Reimbursement of Expenses (Cf. 1168, 5330)

3600

District personnel, or members of the Board, who incur expenses in carrying out their authorized duties shall be reimbursed by the District to the extent approved or provided in Board policies or duly negotiated agreements upon submission of an approved voucher and supporting receipts. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

Approved: September 9, 2002

LEGAL REF: MCL 380.1254

Fairview Area Schools

Section 3000 – Fiscal Management

3600-R Reimbursement of Expenses

3600-R

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the Board.

Credit Card

If District personnel or members of the Board are issued a District credit card for direct billing, it is the responsibility of the individual to indicate on the credit slip the kind of activity that is being charged. Upon returning to the District, all charge slips are to be submitted to the business office as soon as possible, along with the credit card unless the Board member or employee has been authorized to maintain possession of the credit card.

Spouse Reimbursement (Cf. 1168)

Expenses incurred for spouses of employees and/or members of the Board shall not be reimbursed.

Authorization for Travel

The employee's immediate supervisor and Superintendent must approve all travel. The appropriate forms must be completed prior to departure.

1. A Conference Request Form must be submitted no later than five school days prior to the meeting; and
2. Estimated expenses must be within appropriate budget allocations.

An Approval of Request Form signed by the Superintendent or designee shall constitute certification for authorized travel. Certain employees shall be authorized by the Superintendent to travel locally in the performance of their duties and submit expense vouchers for reimbursement.

Section 3000 – Fiscal Management

3600-R Reimbursement of Expenses

3600-R-2

Methods of Travel

1. Travels by Private Automobile:
 - a. Reimbursement for travel by private car will be authorized for a staff member using his/her private vehicle to attend District-related meetings, conferences, etc.
 - b. Driving Extra Cars: Where two or more staff members could ride together on authorized travel, but choose to drive separately, any mileage reimbursement for which one of them might be eligible under (1) above, should be split among them. The toll and parking charges for the extra car or cars are not reimbursable.
3. Use of District-Provided Vehicles:
 - a. Official District Travel
When authorized, travelers shall be reimbursed for all expenses in connection with the use of District cars and trucks, provided the claim for such expenses is supported by receipts.
 - b. Travel to Professional Meetings
Approval may be given to qualified staff members for the use of District-owned vehicles for travel to professional meetings when other methods of travel are unsuitable or when the trip can be made at less expense to the District. A qualified staff member must drive.
4. Travels by Rented Vehicles:

Under certain circumstances the use of a rental car may be necessary. The Superintendent must approve rental car service at the site of a conference to which a person travels by common carrier. In requesting such use, rationale must be presented which will justify the necessity of such use or its advantage to the District.

Fairview Area Schools

Section 3000 – Fiscal Management

Fairview Area Schools

Section 3000 – Fiscal Management

3600-R Reimbursement of Expenses

3600-R-3

Drivers of District-Provided Vehicles

Qualifications:

1. Qualified full-time staff members may drive these vehicles when engaged in official District business, provided they are licensed and have adequate experience in driving the type of vehicle assigned;
2. The staff member to whom a District vehicle is assigned is the District's representative in full charge of the trip; and
3. Students may not drive District-owned vehicles unless driving is part of driver ed. programs.

Reimbursable Expenses

1. Lodging (actual room cost);
2. Meals;
3. Conference registration fees;
4. Parking and tolls;
5. Use of private vehicle within limitations above;
6. Postage, telephone and fax charge for business purposes; and
7. Charge for baggage service, tips (not to exceed 18 percent)

Advances

Request for an advance to pay expenses at a conference shall be made at the time application is made and shall be approved by the Superintendent. A maximum of 80 percent of the estimated cost may be advanced. Immediately upon return a financial accounting, including documentation, shall be made to the business office and any unused funds returned. Expenditures not documented shall be reimbursed to the District. Petty cash funds may not be used for cash advances.

Section 3000 – Fiscal Management

3600-R Reimbursement of Expenses

3600-R-4

Daily Travel

Local travel as authorized under these regulations is to be recorded on a daily basis and submitted to the business office for reimbursement. Voucher must include, date, destination, purpose of travel, and number of miles for each trip.

All requests for reimbursement for travel during a fiscal year shall be submitted to the business office by June 30 of that year.