

Vassar Public School District
Bylaws & Policies

6550 - TRAVEL PAYMENT & REIMBURSEMENT

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 per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

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.

Adopted 7/8/13

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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

Travel within or outside the District is to be authorized by the Superintendent.

Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the Superintendent. All such requests must be received in the Central Office at least fourteen (14) days prior to the date a decision is needed. Forms are available in each school office.

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 3242 F1).
- B. Under normal conditions, officers and professional 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. 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 will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 3243 F2 provided for that purpose.
- 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. 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 are reimbursable.
- F. Sales tax on hotel bills is reimbursable.

Claim Forms

All claims for reimbursement will be submitted on travel voucher forms or on standardized voucher forms available in the principal's office. Wherever possible, expenditures must be substantiated by receipted bills.

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6320H - MILEAGE REIMBURSEMENT

Complete 6320H F1 as follows:

** Date	Type date of mileage requesting reimbursement took place.
** From/To	From what destination to what location.
** Mileage	Miles driven.
** Total Mileage	Total all miles driven.
** Total Mileage Reimbursement	Total miles x \$.28 per mile.
** 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 completed, submit two (2) copies of the form to the Superintendent monthly.

3243 - ATTENDANCE AT EDUCATIONAL MEETINGS

Attendance at educational meetings shall be controlled by the Superintendent in accordance with Board of Education Policy and/or terms of negotiated, collectively-bargained agreement.

Educational meetings are intended to include professional conventions, conferences, workshops, drive-ins, etc., which are conducted for the purpose of disseminating information, making inquiries into the nature of an educational problem, etc.

- A. Staff members should request leave to attend educational meetings at least fourteen (14) days in advance of the meeting to allow for proper approval. (See Form 3243 F1)
- B. Attendance shall be limited to those staff members who have responsibilities directly related to

the topics dealt with at a meeting and have participated in similar activities conducted with the District or the local area.

- C. Other staff members requesting attendance whose responsibilities are not directly related must show cause why attendance is necessary and what benefit the District may receive from their attendance.
- D. Staff members attending a meeting will make a summary report to the Superintendent and indicate the ways in which what was learned will be applied within the District.
- E. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, on the basis of itemized expense accounts and submitted on Form 3243 F2.
- F. Registration fees exclusive of personal dues shall be reimbursed.
- G. A mileage allowance or cost of round trip ticket by public carrier will be reimbursed. (If staff members attend meetings as a group, the allowance will be made accordingly.)
- H. No reimbursement will be given to staff members attending required professional meetings conducted by the District and/or the Tuscola County I.S.D.

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6320G - REQUEST FOR REIMBURSEMENT - NONCONFERENCE

** Type (do not write) the following areas of the form 6320G F1

** Your Name

** School/Department

** Explain nature of expense

** Date of Expenditure

** Prior Approval

Administrator giving prior approval for this expense.

** List expenditure

Total in appropriate spaces. Receipts **MUST** accompany request.

** Total

Total of expenditures.

** Employee Signature

** Principal/Supervisor

Must have signature or will be returned.

** Account Number

Principal/Supervisor must
assign account number or
request will be returned.

When completed, the form is to be submitted to the Superintendent for payment.