

1168 - Reimbursement for Expenses Issued on Behalf of the District

Board members shall be reimbursed at a rate consistent with that of District administrators.

To receive reimbursement for an expense listed in this policy, an expense voucher, together with supporting receipts or other evidence of actual expenses, shall be submitted to the District business office for processing. Payment will be made after the Board approves the reimbursement.

Expenses for spouses, family members, or others accompanying Board members as companions, are not reimbursable unless such persons would otherwise be entitled to reimbursement as conference attendees and employees of the District.

There shall be no reimbursement for the purchase of any alcohol, tobacco, or personal products or services.

Approved: April 17, 2017

LEGAL REF: MCL 380.1254; 388.1764b; OAG, 1977-1978, No 5272(1978).

3600 – Reimbursement of Expenses (Cf. 1168, 5330)

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: March 20, 2017

LEGAL REF: MCL §§ 15.321-330; MCL § 129.221, *et seq.*; MCL § 129.241, *et seq.*

3600-R – Reimbursement of Expenses

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate approved by the Board. For employees covered by flat allowance per month or per year, the mileage rate shall apply when the employee uses a personal automobile on authorized school business outside the District.

Credit/Procurement Card

If a District employee is issued a District credit/procurement card for direct billing, it is the responsibility of the individual to indicate on the credit slip the kind of activity 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/procurement card unless the employee has been authorized to maintain possession of the credit/procurement card.

Spouses, Family Members, and Others

Expenses of spouses, other family members, or any non-district employees accompanying Board members or employees in discharging their official duties or performing authorized functions are not reimbursable. Employees using a District credit/procurement card may incur charges for spouses, family members, or other non-District employees, but shall reimburse the District for any such charges.

Alcoholic Beverages and Tobacco

Neither alcoholic beverages nor any tobacco products may be charged to any District credit/procurement card, nor will reimbursement be paid for any expenditure for alcoholic beverages or tobacco, e-cigarettes, medical marijuana, or any other nicotine delivery products.

Authorization for Travel

The Superintendent or designee must approve all travel.

The appropriate forms must be completed prior to departure.

Reimbursement of Expenses

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.

Methods of Travel

1. Travels by Common Carrier:

When a common carrier is authorized as the means of travel, employees shall make their own arrangements for transportation. The lowest price class of roundtrip tickets (i.e. coach or economy) shall be purchased when doing so will lower total travel cost, unless authorized travel to several points precludes a roundtrip ticket purchase; in the event of such travel to several points, the lowest price class of one-way tickets (i.e. coach or economy) shall be purchased when doing so will lower total travel cost.

2. Travels by Private Automobile:

- a. Reimbursement for travel by private car should generally be authorized only under the following circumstances, with the reason indicated on the authorization form:

- 1) When common carrier service is not available without undue loss of time or unless common carrier service would be more expensive

4. Travels by Rented Vehicles:

Under certain circumstances, the use of a rental car may be necessary. The Superintendent or designee 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.

5. Travels by Charter Air Service:

The use of charter air service may be authorized when it is to the advantage of the District measured by both comparative travel costs and travel time.

Drivers of District-Provided Vehicles Qualifications:

1. Qualified full-time staff members may drive district-provided vehicles when engaged in official District business, provided they have a valid driver's license 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 a driver education program.

Reimbursable Expenses

Reimbursable expenses must follow District guidelines for travel, and reimbursable expenses include the following:

1. Lodging (actual room cost);
2. Meals (receipts must not exceed the IRS standard allowance);

to the District. If the traveler makes the choice, maximum reimbursement shall be limited to the lower of the mileage or common carrier cost;

- 2) When two or more persons are eligible for similar authorized travel and riding together would mean a saving to the District. The Superintendent or designee is responsible for making such a determination before approving the travel request. Mileage will be reimbursed in the most cost effective way for the District, and the reimbursement will only be made to an approved driver;
- 3) When use of an automobile will permit the traveler to make stops en route and perform his/her duties more effectively; and
- 4) When the use of an automobile will not require the traveler to be away from his/her duties for a substantially longer period than travel by common carrier.

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.

3. Conference registration fees;
4. Parking and tolls;
5. Common carrier transportation within limitations above;
6. Use of private vehicle within limitations above;
7. Postage, telephone, and fax charge for business purposes;
8. Charge for baggage service, tips (not to exceed 15 percent); and
9. 100% of the hotel and registration for administrators.

Immediately upon return, a financial accounting, including documentation, shall be made to the business office. Expenditures not documented shall not be reimbursed by the District. Petty cash funds may not be used for cash advances. All requests for reimbursement for travel during a fiscal year shall be submitted to the business office immediately after travel. Requests for reimbursement received later than 30 days after travel will not be accepted. All requests must be received prior to the 3rd week of June of that same fiscal year.

Daily Travel

Local travel – as authorized by an employment agreement under these regulations – is to be recorded on a daily basis and submitted to the business office at the end of each month for reimbursement. If such travel is less than 100 miles per semester, reimbursement may be requested at the end of the semester. Voucher must include, date, destination, purpose of travel, and number of miles for each trip.

5330 Travel Expenses (Cf. 1168, 3600)

The Board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the District's employees when approved in advance by the Superintendent or his/her designee. The District shall comply with all budget transparency requirements regarding travel expenses.

Approved: