

# RED HOOK CENTRAL SCHOOL DISTRICT

<b>POLICY # 8334</b>
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## Travel Reimbursement

Members of the Board of Education, school officials and staff members shall be reimbursed for reasonable out-of-pocket expenses incurred while traveling for school-related activities. Only expenses necessary to the purpose of the travel shall be reimbursable. Tax exemption certificates shall be issued and used only for official school related business.

The Board of Education shall determine, by duly adopted resolution, whether the attendance of members of the Board of Education at any conference or professional meeting is in the best interest of the district and whether they are eligible for reimbursement of expenses under this policy. The Superintendent of Schools shall determine, in accordance with administrative procedures, whether attendance by district staff at any conference or professional meeting is in the best interest of the district and whether such staff members are eligible for reimbursement of expenses under this policy.

To obtain reimbursement, the claimant must complete and sign an expense voucher, attach all receipts or other expense documentation together with a copy of the approved conference attendance request form and evaluation report (if required), and submit the same to the Business Office.

### Day Travel

When members of the Board of Education, school officials and/or staff members engage in non-overnight travel, only transportation, one meal and registration costs are eligible for reimbursement. Reimbursement for overnight accommodations is generally not permitted in these travel situations unless it is necessary to complete school district business.

### Overnight Travel

Payment for overnight lodging is permitted when it is necessary for the performance of school district business. Lodging costs shall be reimbursed at a rate not to exceed the rate charged by the convention/event hotel. When a Board of Education member or a school official or staff member engages in overnight travel, that individual may also be reimbursed for meals, registration costs, sundry expenses and incidental office expenses, as defined below, but not for personal expenses.

### Personal Vehicle

In certain instances, it may be appropriate for school officials or employees to use their personal vehicles for district-approved travel. Employees will be reimbursed for personal vehicle use at the prevailing IRS rate per mile. Tolls and parking will also be eligible for reimbursement upon submission of appropriate documentation.

### Rental Vehicle

Although the use of rental vehicles may be necessary when travel is required out of the area for school-related purposes, rental vehicles are generally not permitted for local travel. Vehicle rental charges for travel out of the area incurred by Board of Education members or school officials or staff members may be submitted for reimbursement provided such expense is approved in advance, is necessary for conference attendance and is reasonable in cost.

### Airline and Railroad Travel (Long Distance or Overnight Travel)

Transportation by airline or railroad may be reimbursed for or paid for by the District only in connection with long distance or overnight travel for a school-related purpose, meeting the conditions applicable to overnight lodging. The District shall carefully consider alternatives to overnight travel prior to authorization. The most economical and practical means of transportation should be selected. Additional factors, including the number of people traveling, luggage and materials to be transported, meeting schedules, Board of Education members or school officers or staff members' health and safety, the cost of school officer or staff members' time and the impact on the Board of Education members or school officials or staff members ability to efficiently conduct district-related business upon arrival, should also be considered when deciding on the most appropriate means of transportation.

### Meals

Reasonable costs not to exceed \$44.00 per day for meals and gratuities will be reimbursed. Detailed bills must be submitted to justify reimbursement of meal expenses. A credit card receipt, not showing individual items comprising the total will be insufficient to warrant reimbursement, unless the Purchasing Agent determines that a detailed check or bill was not available. The cost of any alcohol shall not be reimbursed.

### Reimbursable Expenses Conventions, Seminars, Conferences

Registration, workshop and other fees as itemized in the conference literature, will be reimbursed at actual cost, if not prepaid by the District. Cost for nonessential activities unrelated to official business are considered personal expenses and will not be paid or reimbursed by the District.

### Tipping and Gratuities

Reimbursement for customary and reasonable tips and gratuities such as at lodging establishments, restaurants and for transportation services is permitted. Documentation should be provided.

#### Miscellaneous Other Services

A Board of Education member or school officer or staff member may be required to use fax, express mail, photocopying, postage, modem connection or other incidental office services. These expenses are reimbursable for official school district purposes only. The Board of Education member, school officer or staff member must document the date, time, and purpose and provide receipts for these services.

#### Parking and Traffic Violations

Any fines and/or penalties associated with a motor vehicle violation, which were incurred during district-approved travel, are not reimbursable.

1<sup>st</sup> Reading: 02/09/06  
2<sup>nd</sup> Reading & Adopt: 02/23/06