

## EXPENSE REIMBURSEMENTS

### Statement of Fiscal Responsibility:

Pattonville School District is committed to improving student achievement. All staff development opportunities must support the goal of improving student achievement. In order to maximize district resources, it is an expectation that all expenditures will be as economical as possible. The focus of every procedure below is fiscal responsibility.

#### I. Request for Reimbursement-

- A. Request for travel, meals, lodging, and miscellaneous expenses must be submitted on a Claim for Reimbursement for Travel & Conference Expense form (PSD A-4).
- B. Requests for mileage reimbursement must include the date, destination, and miles traveled stated on the form. Mileage for multiple days of travel should be recorded on a Mileage Register form and attached to Form PSD A-4.
- C. Original receipts must be submitted with Form PSD A-4 for all travel expenses. This includes, but is not limited to: meals, hotel, registration fees, airfare, cab fare, shuttles, and parking fees. Travel expense not supported by original receipts will not be reimbursed. District administrators must attach a signed copy of an Administrative Professional Development Request for Leave form in order to be reimbursed for travel expenses. All staff members must attach a signed copy of the Professional Development Request for Leave form in order to be reimbursed for travel expenses.

#### II. Advance Funding-

- A. Advance funding for meals, lodging, registration, and travel may be requested for conferences requiring substantial expenditures. Requests for advance funding must be submitted at least ten (10), but not greater than thirty (30), days prior to the conference.
- B. A Recapitulation of Expenses form must be completed and submitted to the Chief Financial Officer within ten (10) days after completing the trip.
- C. Original receipts are required for all expenses and must be attached to the Recapitulation of Expenses form. Expenses not validated by a receipt will be the responsibility of the individual who received the advance. Advanced funds not validated by a receipt shall be refunded to the district.

#### III. Travel-

- A. Automobile-
  - 1. Automobile mileage is reimbursed at the IRS allowable cost per mile for local and state travel. The reimbursement rate for mileage will be based on the IRS approved rate in effect for the month in which travel occurred. Typically the IRS revises the rate each January 1, but on occasion may revise the rate at other times to reflect the increased costs of operating a

vehicle. Any IRS rate change made effective during a month will be retroactive to the first calendar day of that month. Mileage will be computed from the employee's assigned base. Travel from the employee's home to work, or return to work or district function from home, is not reimbursable.

2. The most economical and efficient mode of travel shall be used when traveling outside of the school district. If the cost of automobile, bus, or train travel exceeds the cost of airfare, the employee will be reimbursed the cost of airfare and will not be reimbursed for excess lodging and meals.
  3. In-district travel must be reimbursed within the fiscal year in which it occurred.
- B. All airline reservations shall be obtained electronically by the purchasing agent. If airline reservations are obtained in another way, they will not be reimbursed.
  - C. Bus or train will be reimbursed for the actual cost for regular fare.
  - D. Taxi service and shuttles will be reimbursed at actual cost. Taxi service and shuttles from non-conference hotels will not be reimbursed.
  - E. Limousine service, when appropriate, will be reimbursed at actual cost.
  - F. Car rentals are not reimbursable. The exclusion of car rentals may be waived by the Superintendent or Chief Financial Officer prior to travel. A waiver will only be granted when deemed a necessity and not a convenience.
  - G. Valet parking is not reimbursable.
  - H. Tours and other forms of entertainment are not reimbursable costs.
  - I. Travel will be authorized to employees whose duties require travel on a regularly scheduled basis between schools during the school year. A mileage register will be required to record actual miles traveled. Average or estimated mileage will not be reimbursable.

**IV. Meals-**

- A. Employees will be reimbursed for the actual cost of meals not to exceed an average of \$35.00 per day, including gratuities. Students will be reimbursed for the actual cost of meals not to exceed an average of \$30.00 per day, including gratuities.
- B. The cost of breakfast, luncheon, or dinner meetings sponsored by an organization shall be reimbursed for the actual amount.
- C. Alcoholic beverages are not reimbursable.

**V. Lodging-**

- A. Employees who travel on approved school business shall be reimbursed for up to the actual cost of lodging for standard accommodations. Standard accommodations include the official conference lodging. Lodging will not be reimbursed at a rate greater than the conference hotels.
- B. When more than one staff member attends an event, participants of the same gender are to share a room. Employees will be reimbursed at a single room rate when a double room is occupied by other than district employees on approved school business. If this occupancy results in an additional room for which the district would not otherwise be liable, then the party securing the room will bear personal responsibility for the full cost of the room (i.e. the district will not reimburse cost).
- C. Concierge, valet cleaning, and other hotel services are not reimbursable.
- D. Personal phone calls are not reimbursable.

**VI. Cancellation**

Cancellation costs will only be reimbursed in the case of medical emergency, death in the family or superintendent's approval.

**VII. Registration Fees**

Late registration fees will not be reimbursed unless late registration is due to the staff member receiving late conference attendance notification. Late registration reimbursement must be approved by the Superintendent or his/her designee.

**VIII. Memberships**

Professional organization membership is not included in reimbursable expenses unless you are approved to receive a professional membership allocation.

*Exceptions to these guidelines may occur if approved by the Superintendent or his/her designee.*

Adopted: September 8, 1998  
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