

Required  
 Local  
 Notice

**EXPENSE REIMBURSEMENT**

School District Employee: [Redacted] School District: [Redacted]

will be reimbursed for reasonable, actual and necessary out-of-pocket expenses which

are legally authorized and incurred while traveling for school related activities.  
Expenses incurred for spouses are not reimbursable.

Only expenses necessary to the purpose of the travel shall be reimbursable.  
~~Transportation costs such as taxis are allowable only for essential transportation~~

## EXPENSE REIMBURSEMENT REGULATION

The district shall reimburse district employees, officials and members of the Board of Education for reasonable, actual and necessary out-of-pocket expenses incurred while traveling for school-related business upon receipt of a completed voucher with itemized receipts along with an approved Absence Approval Request form and proof of attendance. The following rules shall guide the reimbursement of school-related travel expenses:

### Transportation

- Travel shall be by the most economical method, whether by private automobile, school vehicle or common carrier such as bus, train or plane.

approved by the Internal Revenue Service for business travel. Parking and tolls will also be reimbursed, but gasoline will not.

- Rental car expenses will be reimbursed only if authorized in advance. Receipts must be attached.

Air travel is only allowed when determined by the Superintendent or his/her

Meals

Reimbursable meal charges, including gratuities, for persons traveling for district-related business shall be as follows:

• Breakfast \$12.00

• Dinner \$43.00

OR

• Lunch \$12.00

Personal Expenses

The district does not reimburse persons traveling on district-related business