

DKC-R Expense

Reimbursement Procedure

EXPENSE REIMBURSEMENT PROCEDURE

The following procedure shall be used for reimbursement of travel expenses incurred by School Committee members and School Department employees.

1. **Mileage:** Staff members who use their vehicle in the performance of their duties will be reimbursed for mileage at the IRS allowable rate.

Travel from home to place of work and return may not be included for reimbursement. Travel for authorized activities should be calculated from the place of work to the activity and the return to the place of work. Regional School Unit 1 employees are all encouraged to minimize mileage whenever possible.
2. **Meal Allowance/Miscellaneous:** Reimbursement for the daily meal allowance will be in accordance with the negotiated contract agreement. Itemized receipts are necessary for all reimbursements.
3. **Lodging:** Lodging allowance will be in accordance with the negotiated contract agreement.
4. **Other Authorized Expenses:** The following actual expenses, in addition to lodging and meals are authorized:
 - a. Registration fees
 - b. Air travel must be at coach or the lowest available published fare. All air travel expenses must be documented with a receipt.
 - c. Whenever practicable, travelers should use free shuttle service if provided during conferences to and from the hotel and conference center. The most economical means of traveling to and from the airport should also be utilized. Travelers will be reimbursed the cost of shuttle or taxi by presenting a receipt to the district at the completion of the trip.
5. **Entertainment:** Entertainment expenses will not be reimbursed.
6. **Other Expenses:** The following actual expenses incurred as a necessary part of approved travel may be claimed if substantiated by documentation:
 - a. parking fees
 - b. road toll charges

c. airline baggage fees

7. **Non Allowable Expenses:** The following expenses are not authorized for reimbursements:

- a. Personal expenses such as laundry, valet services, clothing, toiletries, flowers, gifts, etc.
- b. Cost of traveler's checks
- c. Alcoholic beverages
- d. Expenses for an employee's spouse or family
- e. Side trips for personnel reasons

8. **Submission of Information:** Travel expense information is to be submitted to the Superintendent's office within the (14) days of the staff member's return to the school unit with all necessary supporting documentation as required.

9. **Unapproved Expenses:** Staff members who incur expenses which have not been approved by their immediate supervisor/administrator will be personally accountable for all expenses incurred.

10. **Conference Registrations:** Regional School Unit 1 will pay for conference registrations as approved through the budget process. Regional School Unit 1 will pay late fees only if approved by the immediate supervisor/administrator. Requests for processing must be submitted to the Superintendent's office prior to the pre-registration deadline. Pre-registrations for conferences should be sent to the Superintendent's office as soon as possible to allow adequate time for processing, in order to avoid late fees.

11. **Cancellation Fees:** Cancellation of airline reservations by traveler which result in a penalty must be approved by an immediate supervisor/administrator. Fees for cancellation of reservations without immediate supervisor/administrator approval will be the responsibility of the individual making the cancellation.

Cross Reference: DKC

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