

procedure

**BOARD OF EDUCATION
SCHOOL DISTRICT OF THE CITY OF ROYAL OAK**

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BUSINESS AND TRAVEL EXPENSE AND REIMBURSEMENT

BUSINESS AND TRAVEL EXPENSES

1. Accommodations and services required shall be of a modest quality from both the standpoint of comfort and the appropriateness for the effective conduct of business.
2. The Board of Education expects from each individual incurring expense, as well as from each administrator authorized to approve expense accounts, the same degree of prudence and judgment as would be exercised with reference to any other expenditure of money, whether for school or personal purposes.
3. Where budget limitations require it, an agreed upon amount may be provided for approved conferences.
4. The amount of reimbursement is generally based on actual disbursements, but may be limited by scheduled allowances as determined by the appropriate Executive council administrator.
5. All requests for reimbursement must be shown on the appropriate expense report form and must contain clear and adequate explanation of expenses. Actual receipts of expenditures must be attached to the request for reimbursement. Requests for reimbursement shall be submitted within the school year.
6. Conference attendance must be pre-approved as detailed in administrative procedure and by both the individual's immediate supervisor and a central office administrator.
7. Pre-approval by immediate an supervisor and central office administrator is required for overnight workshops.
8. Out-of-state travel must be reported to the Board of Education before it occurs except in extenuating circumstances, unless approved by the superintendent or designee and reported to the Board at the next regular scheduled communications.
9. Requests for conference reimbursement must be made separately from non-conference expenses.
10. The Superintendent's request for reimbursement will be approved by one of the officers of the School Board. School Board member requests will be reviewed by the Superintendent or Executive Director of Business Affairs.

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11. The above procedure shall apply to any reimbursement of any employee or School Board member.

CONFERENCE EXPENSES

1. Conferences include all conventions, workshops, seminars, etc.
2. All reasonable and necessary incidental expenses incurred for conferences that require an overnight stay or a substitute may be reimbursed. Before the request for reimbursement can be processed, a conference evaluation must be submitted to the direct supervisor for approval. The request for reimbursement must be signed by the direct supervisor indicating that an appropriate evaluation has been completed and submitted. The expense guidelines are as follows:

A. Transportation (conference)

- (1) Type of travel shall be approved in advance. Reasonable taxi expenses are acceptable. Train/plane travel should be approved and booked in advance. Payment, if possible, should also be made in advance by the District. The District will reimburse the employee at tourist, coach, or economy fare. Public transportation to or from the airport or station should be used if available. Rental automobiles may be used, provided they have been authorized in advance. Whenever possible, transportation should be used collectively by employees.
- (2) Overnight parking at airport or station may be reimbursed.
- (3) Use of personal automobile may be reimbursed at the authorized rate per mile.

B. Hotel/Motel Accommodations

Reimbursement for lodging for conferences shall be pre-approved in advance at published rates for single occupancy. Where appropriate, employees are encouraged to share rooms. To be reimbursed, the lodging bill must be submitted with the request for reimbursement. Conference location must exceed sixty (60) miles from the Royal Oak School District boundary to qualify for reimbursement, unless there are unusual circumstances.

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C. Meals

- (1) Meals may be reimbursed up to a rate of eight (\$8.00) for breakfast, ten (\$10.00) for lunch, and twenty-five (\$25.00) for dinner, unless out of state where the cost of living is substantially higher (reasonable allowances may be made by the appropriate central office administrator).
- (2) Guests and/or employee meals in connection with school business related purposes may be reimbursed in accordance with administrative regulations. Requests shall contain the following details:
 - (a) Date
 - (b) Amount of expenditure
 - (c) Place
 - (d) Business or school related purpose
 - (e) Receipts
 - (f) Number of people

D. Registration Fees

Fees associated with the conference are reimbursable. Documentation is required.

NON-REIMBURSABLE EXPENSES

Expenses for entertainment and alcohol are not reimbursable.

REIMBURSABLE EXPENSES (IF SPECIFICALLY AUTHORIZED BY SUPERINTENDENT/BOARD)

1. Expenses associated with a person/s accompanying the authorized person.
2. Laundry and any personal expenses.

NON-CONFERENCE LOCAL BUSINESS EXPENSE

Certain expenses incurred by employees while performing their duties are reimbursable. These expenses include:

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1. Transportation

Mileage in excess of normal commuting cost incurred in reaching work location as prescribed by supervision shall be reimbursed. Employees receiving a monthly allowance for travel cannot request reimbursement for local mileage unless they can document that the allowance does not cover actual miles driven at the authorized rate per mile during that month. Mileage for business purposes outside the District's boundary will be reimbursed at the authorized rate per mile.

2. Goods and Services

Reimbursement requests for goods and services purchased for the School District should be submitted on a monthly basis, unless the amount does not exceed ten (\$10.00) dollars. The request for reimbursement must be properly approved with paid invoices or receipts attached. The District shall not reimburse sales tax for purchases of goods.

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