

policy

BOARD OF EDUCATION
CARNEY-NADEAU PUBLIC SCHOOL DISTRICT

PROFESSIONAL STAFF
3440/page 1 of 1

JOB-RELATED EXPENSES

The Board of Education will provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent.

The Board shall pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board, the master agreement, and in accordance with the administrative guidelines of the Superintendent.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed in an amount not to exceed \$20.00 upon written approval of the expenses by the Superintendent.

M.C.L.A. 380.1217, 380.1254

guidelines

OFFICE OF THE SUPERINTENDENT
CARNEY-NADEAU PUBLIC SCHOOL DISTRICT

SUPPORT STAFF
4440A/page 1 of 2

JOB-RELATED EXPENSES

Expenses which are incurred by support staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a support staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

Authorization

- A. Travel within or outside the District is to be authorized by the Superintendent.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the Superintendent. All such requests must be received in the Central Office at least seven (7) days prior to the date a decision is needed. Forms are available in each school office.

Procedure

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms.
- B. Under normal conditions, officers and support staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Support staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved.

guidelines

OFFICE OF THE SUPERINTENDENT
CARNEY-NADEAU PUBLIC SCHOOL DISTRICT

SUPPORT STAFF
4440A/page 2 of 2

- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

Reimbursement

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on Form 4243 F2 provided for that purpose.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. Lodging will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills.
- D. Meals will be reimbursed at a rate not to exceed twenty dollars (\$20.00) per day with allowance for separate meals as follows:

Exceptions will be made where conference sponsors have agreed to a flat fee for all participants; i.e., American Plan.
- E. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- F. Registration fees are reimbursable.
- G. Sales tax on hotel bills is reimbursable.

guidelines

OFFICE OF THE SUPERINTENDENT
CARNEY-NADEAU PUBLIC SCHOOL DISTRICT

SUPPORT STAFF
4440B/page 1 of 1

USE OF PRIVATE CAR FOR SCHOOL BUSINESS

The District has established the following means for providing reimbursement for the use of privately-owned vehicles used in the performance of assigned duties.

- A. All support staff will be assigned to a school or office which becomes the home station. It will be the responsibility of each individual to provide his/her own transportation from his/her residence to his/her assigned station and to any other assigned spot to attend meetings for administrative or training purposes.
- B. When an individual's duties require his/her presence at other stations or places within or out of the District, reimbursement for travel may be requested. Such requests will be approved when the travel is scheduled or authorized by the Superintendent.
- C. Regularly scheduled travel will be authorized when requisitioned in compliance with a printed schedule; e.g.: special support staff members are required to go from school to school on a regular schedule.
- D. Sporadic or emergency travel will be authorized when made in connection with an assignment.
- E. Payments for authorized travel will be made provided itemized daily records are submitted on the proper forms. Persons who travel are advised to keep a daily log of their required business trips.

TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

Adopted 6/17/13

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