

School District of Greenfield

Allowable Reimbursement Guidelines for Travel and Other Expenses

The following rules govern the reimbursement of actual, necessary, and reasonable costs incurred by employees and members of the School Board, in accordance with **School Board Policies PO3440 & PO4440** and **Administrative Guidelines AG3440A & AG4440A**.

Employees are responsible for ensuring that all information submitted for travel reimbursement is accurate and complete. This includes attaching all necessary receipts, providing documentation for mileage, and completing applicable reimbursement forms. **Reimbursement forms may be found on the District website.** All claims must be submitted within **30 days** of travel completion.

The same policies apply for both P-card use and reimbursement requests. **Fuel is not allowed** on P-cards and must be reimbursed via mileage reimbursement.

Failure to follow these guidelines may result in delayed or denied reimbursement. If using a district P-card, employees may be required to reimburse the district for any unauthorized travel-related charges and may lose P-card use privileges.

All expenses incurred must be reasonable, necessary, efficient, cost effective, and in the best interest of both the employee and the District.

1) Transportation Expenses

A. Privately Owned Automobiles

- **Out-of-District Mileage Reimbursements:** Employees using personal vehicles for out-of-district business will be reimbursed at the Board-authorized rate per mile. **Mileage reimbursement is for the distance from the school or household to the destination, whichever is shorter.** Use the *Travel Reimbursement Form*, located on the District website, to submit a claim.
- **In-District Mileage Reimbursements:** Employees whose job requires inter-district travel may submit a claim for reimbursement with a daily log, subject to supervisor approval and budget availability. The *Intra-District Mileage form* is located on the District website.

Reimbursable expenses may include parking fees (including airport parking for up to five days), bridge tolls, and road tolls. **Travel unrelated to work is not reimbursable.**

B. Car Rental - If a rented vehicle is the most convenient and efficient means of transportation, reimbursement is provided when adequately documented. The employee must carry personal insurance coverage. **Personal accident insurance** (e.g., death and dismemberment) from the rental company is not reimbursable.

C. Other Common Carriers - Employees may use common carriers (airline, railroad, or bus) for out-of-city travel. Fares must be **cost-effective, reasonable, and necessary.**

D. Public Conveyances - Charges for public transportation (including tips) are reimbursable. If receipts are not available, an explanation must be provided on the reimbursement form.

2) Lodging Expenses

Employees should seek accommodations in line with the average cost of a single room rate in the area where the meeting is held.

- **Original receipts** must support lodging expenses.
 - Employees should observe check-out times to avoid additional charges.
 - **Non-reimbursable expenses** include charges for personal use, such as water park passes, movies, or room service.
 - Room reimbursement covers **the employee only**. Additional charges for family members are not reimbursable.
 - For in-state lodging, employees are encouraged to book as **tax-exempt** if the vendor allows.
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3) Meal Expenses

Actual and reasonable meal costs are reimbursable. Claims must include **itemized receipts**.

Meals may not exceed Board-approved reimbursement rates for in-state and out-of-state meals, broken out by **breakfast, lunch, and dinner**.

- Meals are reimbursed for the **employee only** or for other employees attending the same school business-related meeting.
 - **Alcoholic beverages** are not allowed under any circumstances and must not appear on detailed receipts.
 - Meals are **not reimbursable** if they are provided by the event (unless food restrictions apply).
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4) Other Expenses

A. Tips - Necessary and reasonable tips are reimbursable when accompanied by an explanation or receipt.

B. Registration Fees - Registration fees should be prepaid by the District whenever possible. If not, original receipts must be submitted with the reimbursement request, along with the conference dates, agenda, and specific meals included in the fee.

C. Travel Expenses of Others - Reimbursement requests should apply to a **single employee** unless impractical. For multiple employees, a written explanation must be included. **Spousal, family member, and non-employee travel expenses are NOT reimbursable** and should be separated.

D. Other Expenses - Other reasonable and necessary expenses may be reimbursed with **prior supervisor approval** and submission of detailed receipts.

5) Honorariums, Gifts, Prizes

All honorariums, gifts, and prizes received from travel events exceeding **\$50** must be turned over to the Board unless the employee has taken vacation time to attend as a non-workday. No travel expenses may be charged for any meeting in which an honorarium is retained.