

# PENN MANOR SCHOOL DISTRICT

BOARD OPERATIONS GUIDELINE

APPROVED: January 18, 2011

REVISED:

## 004-BOG-4. REIMBURSEMENT FOR EXPENSES

With prior Board approval, Board members will be reimbursed for necessary expenses actually incurred during attendance at conventions, conferences, workshops, and meetings outside the district. When events requiring registration fees are held within the district, Board members may be reimbursed, with prior Board approval.

Board members will exercise the same care when incurring expenses as they would when traveling for personal business.

The validity of reimbursement requests for expenses will be determined by the Superintendent or designee, who will ensure the expenses were for Board-approved events, required receipts are submitted, and expense form is accurate and complete.

Board members' Travel and Expense Reports will be available to the public.

### Registration Fees

Receipts must be submitted when registration is not made through the school district.

### Transportation Expenses

Use of a personal vehicle for approved district purposes is reimbursed at the rate approved by the Board.

Travel must be by the most direct route and most economical means. In situations where personal trips are included in the travel, only the official business direct route will be reimbursed.

Receipts must be submitted for car rentals, parking fees, tolls, etc.

Overnight travel will be reimbursed based on the cost of airfare or automobile mileage, whichever is lower. Any exception to this must be approved by the Board.

### Lodging

A receipt showing the name of the hotel/motel and the room rate plus taxes must be submitted.

The district will reimburse Board members for the normal cost of a single room. If a Board member is accompanied by an individual not on district business, the district will reimburse the Board member at the single occupancy rate.

Reimbursement for lodging will be approved for the day before a conference begins and through the final night of the conference. Any exceptions to this must have prior Board approval.

### Meals

Receipts will be required for reasonable expenses for meals, with fifteen percent (15%) gratuities.

Expenses for lunch will be reimbursed only when Board members attend full-day functions.

### Advances

Board members may request advances for trips exceeding one (1) day, for up to ninety percent (90%) of the anticipated expenses after all prepayments and direct payments by the district are subtracted.

Advances must be deducted on the Travel and Expense Report. When total expenses are less than the advance, a check for the difference must accompany the Travel and Expense Report.

### Nonallowable Expenses

Reimbursement will not be made for the following expenses:

1. Personal expenses for laundry, valet services, beauty services, and other personal needs.
2. Entertainment.
3. Alcoholic beverages.
4. Pay movies.
5. Individual travel insurance.
6. Spouse and/or guest charges.

### Procedures For Reimbursement

1. Each request will reasonably detail the reason for the expenditure.
2. Full itemization of all travel and expense reimbursements will be required.
3. Receipts must be submitted with all reimbursement requests. Failure to submit a receipt will result in loss of reimbursement for that item.
4. A completed Travel and Expense Report, with receipts attached, must be submitted to the business office within thirty (30) days of a Board member's return.