

REGULATION REGARDING TRAVEL REIMBURSEMENTS

Persons requesting reimbursement for local travel in performance of their duties must submit to the Business Office a request for travel supplement on a form approved by the Department of Finance and/or Administration as part of the annual budget process based on authorized miles.

Regional School Board employees cannot be reimbursed for the use of personal vehicles unless so authorized by the director or assistant directors.

Regional School Board employees will be eligible to receive travel reimbursement based on the rate approved by the school for official school business. This would include taking sick children home, travel to and from meetings at the school building, etc. Other travel related expenses such as parking fees and tolls may be reimbursed if properly documented on the Expense Voucher Form.

Reimbursement for travel related costs other than mileage will be provided as follows:

a. Non-reimbursable Items

- (1) Loss of funds or personal belongings while traveling is the responsibility of the employee and will not be reimbursed.
- (2) Except in unusual circumstances (such as laundry for an extended residence), personal expenses, such as haircuts, valet, laundry, etc., are not reimbursable.
- (3) Insurance premiums paid by the traveler for personal benefit will not be reimbursed.
- (4) Self entertainment activities, such as movies, bowling, travel tours, etc., are not reimbursable.
- (5) Cost of alcoholic beverages are not reimbursable.

b. Meals

Employees on approved travel are reimbursed for the reasonable and actual of meals, including tips. Itemized receipts are required for all meals. Alcoholic beverages are not reimbursable.

Reimbursable meals apply to overnight travel or authorized non-local business meetings or professional development. Employees must provide documentation including date, location, amounts and purpose of travel. Expenses must not be lavish or extravagant. Administrative team will determine the reasonability of expense amounts if necessary.

c. Receipts Required

Receipts must be attached to the Expense Voucher Form for the following items:

- (1) Transportation tickets;
- (2) Lodging;
- (3) Meals;
- (4) Costs incurred for use of an automobile;

(5) Any other expenditure related to the travel for which reimbursement is sought, including, but not limited to, parking, ground transportation, etc.

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Amended: September 19, 2024

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Cross Ref.:

Pol. 5030	Professional Staff Development
Pol 7032	Expense Reimbursement
Reg 7032-R	Regulation Regarding Expense Reimbursement
Pol 5009	Expense Reimbursement