

EMPLOYEE TRAVEL REIMBURSEMENT

All requests must be preapproved by the President or Management Company Representative or their administrative assignee. Request forms (STACI form "Out of County Travel Reimbursement Claim") must be filled out and all attached documentation included for reimbursement to be processed. In the same manner as dual check signatures, reimbursement requests can only be approved by a person that is not seeking reimbursement. The President or Management Company Representative's travel must be approved by the Board Chair.

Out-of County travel is reimbursable at the school district's meal rates for breakfast lunch and dinner. Meals provided by the conference are not reimbursable. Reimbursable meal rates are used regardless of the actual cost of the meals. Standard mileage rates are applicable if an owned vehicle is used, otherwise rental car expense and the cost of gas are reimbursable. These expenses may not be combined, it is one way or the other. Other expenses for taxi, parking, tolls, lodging and conference registration are reimbursable at actual rates. Expenses for room service, movies, alcoholic beverages, and or entertainment are not reimbursable. Any of these expenses incurred on a school debit/credit card will be deducted from the reimbursement due to the employee and may result in revocation of card authorization.

In-county travel is reimbursed from the school to the student work locations or meeting locations and back to the school. Commuting miles from home to school are not reimbursable.

Reference: Charter School Office Audit Request

History: New: 3/06/2008; Revised: 3/11/2010