

Board of Education 4th Class Dist. 2

Expense Reimbursement Policy

The Board of Education 4th Class Dist. 2 will reimburse the expenses paid by employees attending continuing education classes, professional meetings, workshops or tests. The class, meeting or test must be pre-approved by the Board or Board President. No individual may approve his/her own travel or travel expenses.

Employees shall be reimbursed for mileage at the current IRS rate.

Hotel stays must be pre-approved. If pre-approved, hotels will be reimbursed up to \$150.00 plus taxes. If the rate is higher, it must be approved by the board prior to incurring the expense.

Meals will be reimbursed up to \$50.00 per day.

Employees shall fill out a travel form to request reimbursement with a brief description of the event, date(s) of travel, miles, meal costs, and hotel fees with receipts attached.

For all other expenses (including but not limited to supplies and food/snacks) the limit will be \$100.00. Any other expenses above this level must be approved by the Teacher or Board President prior to incurring the expense.

Any reimbursement for other job-related expenses shall be approved by the Board or Board President.

THERE WILL BE NO REIMBURSEMENTS WITHOUT A RECEIPT.