



NEW TRIER TOWNSHIP HIGH SCHOOL DISTRICT 203

Board of Education Policy 5-110

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PERSONNEL

Regulation of Employee Expenses

The Board shall regulate the reimbursement, advancement and purchase on district purchasing cards of all travel, meal, and lodging expenses of School District employees by adopting a resolution that establishes the following:

- (1) The types of official business for which travel, meal, and lodging expenses are allowed;
- (2) The maximum allowable reimbursement or advancement for travel, meal, and lodging expenses; and
- (3) A standardized form for submission of travel, meal, and lodging expenses.

Allowed Expenses

Subject to this policy and Board resolution, School District employees may be reimbursed for registration fees and travel, meal, and lodging expenses related to (i) attendance at conferences and meetings that benefit the School District and (ii) the performance of duties or the provision of services rendered to the organizations and associations with which the School District is affiliated or maintains membership.

In addition, the School District may advance to teachers and other certified employees the anticipated actual and necessary expenses incurred in attending meetings which are related to that employee's duties and will contribute to the professional development of that employee.

Such advanced actual and necessary expenses are those reasonably anticipated to be incurred on the days necessary for travel to and from and for attendance at such meetings.

If the School District advances amounts to a School District employee, the employee must return to the School District any portion of the expense advancement not used.

To the extent reasonable, the least expensive transportation shall be used. Subject to this policy and Board resolution, School District employees will be reimbursed for:

- (1) Air travel at the coach or single class commercial airline rate. First class air travel will be reimbursed only if emergency circumstances warrant.
- (2) Rail or bus travel at actual cost.
- (3) Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
- (4) Automobile rental costs when the vehicle's use is warranted.
- (5) Taxis, airport limousines, or other local transportation costs.

Meal charges to the School District should represent "mid-fare" selections for the hotel/meeting facility.

School District employees should request conference rate or mid-fare room accommodations. A single room will be reimbursed. Subject to this policy and Board resolution, other expenses incurred will be reimbursed when specifically related to School District business.

Impermissible Expenses

The School District shall not reimburse or make advancements for the following expenses:

- (1) The expense of any person except a Board member or School District employee.
- (2) Any expenses that exceed the maximum allowable travel, meal, or lodging expense established by Board resolution unless the School District employee incurred the expense due to an emergency or other extraordinary reason and the Board approves the expense by roll call vote at an open meeting of the Board.
- (3) Any entertainment expense. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.
- (4) Alcoholic beverages, room service, and other expenses considered unreasonable or unnecessary during the course of the trip.

Documentation of Expenses

Before the School District may approve reimbursement or advancement related to expenses for travel, meals, or lodging, the following minimum documentation must first be submitted to the Board:

- (1) An estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) The name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) The job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) The date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

Approval of Expenses

All School District employee expense requests for travel, meals, and/or lodging must be approved by the Superintendent, or the Superintendent's designee; provided that the Board must approve any School District employee expense requests that exceed the maximum allowable reimbursement set forth in the School District's resolution.

Adopted : 2/20/2017