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expense reimbursement

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**Otsego Public Schools  
Administrative Guidelines**

### **3440A - JOB-RELATED EXPENSES**

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

#### **Authorization**

- A. Travel within or outside the District may be authorized by the staff member's supervisor.
- B. Travel to conventions or conferences away from the District which involve overnight stay will be authorized by the supervisor.

#### **Procedure**

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms. (See [Form 3243 F1](#))
- B. Under normal conditions, officers and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.
- E. For official travel other than by automobile, tickets may be purchased by the District in advance, upon request of the individual involved and approved by the supervisor.
- F. In all instances of travel reimbursement, full itemization of expenditures is required.
- G. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

#### **Reimbursement**

- A. Reimbursement will be at the current rates approved by the Board. Requests for reimbursement will be submitted on [Form 3243 F2](#) provided for that purpose.
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the rate of twenty-four (24) cents per mile. Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. Lodging and meals will be reimbursed at a reasonable per diem rate. All claims must be supported by original receipted bills. Exceptions will be made where conference sponsors have agreed to a flat fee for all participants; i.e., American Plan.
- D. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- E. Registration fees are reimbursable.
- F. Sales tax on hotel bills is reimbursable.

#### **Claim Forms**

All claims for reimbursement will be submitted on travel voucher forms or on standardized voucher forms available in the principal's office. Wherever possible, expenditures must be substantiated by receipted bills.