

626.1 – AR TRAVEL REIMBURSEMENT – FEDERAL PROGRAMS

The purpose of this regulation is to define the procedures for reimbursement of federal programs travel costs as defined in Board Policy 626.1. The Board shall reimburse administrative, professional, and support employees for the actual and necessary expenses, including travel expenses that an individual incurs in the course of performing Federal Program services for the District, in accordance with Board policy.

Prior to incurring a travel-related expense, the requestor shall complete an Activity Request Form indicating an approximate amount of costs associated with the travel and receive approval for such travel.

To receive reimbursement, the employee will:

1. Complete and sign a United School District Monthly Expense Account Form, that includes the date the expense was incurred, the reason for the expense, and the account number to be charged. Documentation of the expense, such as a receipt, shall be submitted with the expense form.
2. An Expense Form must be submitted within 30 days of such travel.
3. All requests for reimbursement must comply with District travel policies and Policy 626.1.
4. The expense form and related documentation shall be submitted to the Business Office for processing and approval. The validity of all Federal Programs travel costs shall be determined by the Federal Programs Coordinator.
5. Reimbursement shall be granted upon approval of monthly expenses by the United Board of Education.