

EXPENSE REIMBURSEMENT GUIDELINES

A. Travel Expenses

1. All out-of-district travel by other employees must be approved by the employee's immediate supervisor.
2. All out-of-district Board associated travel by Board members should be reported to the superintendent.
3. Employees and Board members are to use school vehicles whenever possible. Individuals who prefer to use their own vehicle will be reimbursed for gas only. Individuals using their own vehicle when school vehicles are not available for school-related business shall be reimbursed at the current IRS rate. Students shall be transported in school vehicles.
4. Employees and Board members traveling by air shall be reimbursed at a rate equal to coach fare.
5. Employees and Board members shall be reimbursed for taxi (and tip), bus and parking expenses incurred due to the trip's purpose.
6. Employees and Board members shall be reimbursed for the rental of a compact or subcompact car, if approved in advance.

B. Meal Expenses

1. Meals included as part of a conference, event or lodging are to be used by the participant. No reimbursement shall be made for meals eaten in lieu of the meals provided as part of a conference/event.
2. When school-related business (including travel time) does not last the entire day, employees and Board members shall be reimbursed in accordance with published State of Wisconsin rates for breakfast (for overnight stays), for lunch (if not a part of a conference registration) and for dinner (when overnight and/or return from an approved conference or event will be after 6:00 p.m.).

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3. When an employee or Board member is entitled to a full day's allowance for meals, the amount expended for any particular meal shall be left to the discretion of the employee or Board member. However, the total for all meals in one day shall not exceed the published State of Wisconsin guidelines.
4. All requests for reimbursement must be supported by a copy of the itemized receipt from the eating establishment.

C. Lodging Expenses

1. Employees (including administrators) and Board members shall be expected to seek accommodations (at state rates without tax) which are in line with the average single-room rate charged in the community in which the school-related business takes place.
2. A Purchase Order and credit card shall be requested, in advance, to pay for lodging expenses.
3. Lodging accommodations should be reserved in advance.
4. Lodging expenses must be supported by the original receipt.
5. When an employee or Board member shares a room with one or more district employees or Board members, each shall be reimbursed for his/her proportionate share of the bill. When an employee or Board member shares a room with someone other than a district employee or Board member (e.g. spouse), he/she shall be reimbursed at the single-room rate. (The single-room rate must be indicated on the lodging receipt by the motel or hotel.)

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