## CHERRYFIELD SCHOOL DEPARTMENT

***NEPN/NSBA CODE: DKC***

**TRAVEL EXPENSE REIMBURSEMENT**

The Cherryfield School Board recognizes that some district business expenses involve initial payment by a school system employee. The purpose of this policy is to promote financial accountability by requiring prior authorization of expenditures and the establishment of procedures for the reimbursement of expenses.

Expenses to be reimbursed may include transportation, lodging, registration fees, required materials, parking fees and other reasonable and necessary business related expenses. The expenses for reimbursement must be itemized, fully explained and submitted with original dated receipts attached to a district reimbursement form (examples of purchases that will not be reimbursed include, but are not limited to alcoholic beverages, dry cleaning, personal products and services). This reimbursement shall be given to the employee's supervisor within ten business days of return.

# Transportation

Automobile travel will be reimbursed at the rate according to the current Teacher's Comprehensive Agreement for business travel. Reimbursement for commercial transportation will be based on coach/economy fares. Car-pooling to workshops or conferences is highly encouraged. Rental cars are permitted only when approved of in advance, the least expensive car that will meet the purpose should be rented.

Expense items that may be reimbursed in addition to mileage are: parking and highway tolls. Receipts required.

Air travel reimbursement is limited to the most economical flight available at the appropriate time to the approved destination. Receipts are necessary for the reimbursement of airfare.

# Meal Expenses

Employees traveling overnight for training or professional development are entitled to reimbursement of reasonable meal expenses up to a maximum of $50 per day. **Cherryfield School Department does not reimburse for taxes or gratuity**. A detailed receipt is required for reimbursement. If a detailed receipt is not provided, you will not be reimbursed.

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Meal expenses incurred during travel originating and ending on the same calendar day shall not be reimbursable.

Reimbursement is not to exceed the following established rates (per person):

|  |  |
| --- | --- |
| Breakfast | $10.00 |
| Lunch | $15.00 |
| Dinner | $25.00 |

# Hotel Expenses

Hotel accommodations shall be pre-arranged/or reserved by the school department. If reserved by the individual, must receive the Sales Tax Exemption Certificate from the Business Office to avoid the room tax fee. Good business judgment shall dictate the reasonableness of the accommodation to the business need and of the room rate allowed. Accommodations will not be allowed within a 70 mile radius of the Cherryfield Elementary School unless written prior approval has been obtained by the Superintendent.

All charges beyond the room will not be reimbursed including room tax. All travel expenses will be reimbursed after travel has been completed.

Reference: DC- Employee Use of Credit Card Procedure

DATE ADOPTED: February 13, 2023

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