General Personnel

Administrative Procedure - Expenses

Registration
When possible, registration fees will be paid by the District in advance.

Transportation
The least expensive transportation shall be used. Employees will be reimbursed for:

1. Air travel at the coach or single class commercial airline rate. Copies of airline tickets must be attached to the expense voucher.

2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach air fare. Copies of tickets will be attached to the expense voucher to substantiate amounts.

3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach air fare. Mileage for personal automobile use 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. The circumstances for such use must be explained on the expense voucher.

5. Taxis, airport limousines, or other local transportation costs.

Hotel/Motel Charges
Employees should request conference rate or *mid-fare* room accommodations. A single room rate will be reimbursed. Other expenses incurred by employees will be reimbursed when specifically related to School District business. The expense voucher or hotel bill must explain the types of expenses incurred.

Employees shall pay personal expenses that are charged to hotel room bills at check-out. If this is not possible, deductions for the charges should be made on the expense voucher.

Meal Charges
Meal charges to the School District should represent *mid-fare* selections for the hotel/meeting facility or general area and generally should not exceed $40.00 per day. Tips shall be included with the meal charges. Expense vouchers must explain the meal charges incurred.

Personal Charges
All personal travel costs must be excluded from the expense voucher.

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