

EXPENSE REIMBURSEMENTS

School district employees and members of the Board will be reimbursed for some out-of-pocket costs incurred while traveling out of the district for school related activities.

Only expenses essential to the purpose of the trip will be reimbursed. Expenditures for telephone calls home, entertainment and other similar expenses are personal in nature and will not be reimbursed.

Receipts will be required for all expenses other than meals. Reimbursement will be made based on an approved voucher to which actual receipts or other supporting data have been attached. Reimbursement will not be provided without the necessary receipts.

Personnel who have prior approval for travel may apply to their building principal and/or the business manager and superintendent for travel advance (e.g., meals, lodging, and fuel). Such advance will be made according to the rate schedule that is approved by the board.

Mileage Rate – Reimbursement for use of private vehicles for school business or for transportation to educational meetings will be made at the state rate. Pre-trip approval is necessary to receive mileage reimbursement. Employees are to use school vehicles whenever possible and need to schedule the use of such vehicles with the business office, and make arrangements for pre-payment for fuel on trips if necessary. Air travel must be approved by the superintendent or designee.

Meal Allowance Rate – Reimbursement for meals on approved travel experiences will be made at the state rate.

Adopted 2-25-85

Revised 7-13-87; 10-24-88; 2-13-89; 8-12-91; 7-13-92; 8-9-93; 5-23-94; 12-12-94; 8-10-98; 7-26-99; 7-9-01; 8-25-03; 8-9-04; 8/06

LEGAL REFS: SDCL 3-9-1; 3-9-2; 3-9-5; 3-9-5.2; 3-9-8 through 3-9-17; 4-7-10.4

WEST CENTRAL SCHOOL DISTRICT