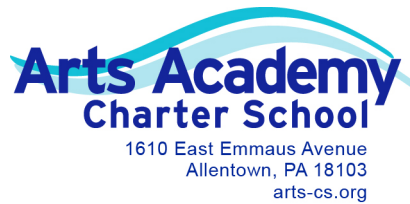


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## Board Policy 4.10

# Reimbursement for Travel Expenses

Costs for school-related travel may be reimbursable. All requests for travel costs/reimbursement shall be made to the Executive Director or designee at least thirty (30) days prior to the first date of travel. Such request must be made in writing and must include a description of the travel, a description of the school-related nature of the trip, a description of the school-related purpose for the travel, and an itemized list of anticipated costs/expenditures. Where it is not possible to provide such information within thirty (30) days, the written request must be provided as soon as possible and must contain a description as to why the thirty-day requirement could not be met.

Related expenses that may, but are not required, be reimbursed are: travel expenses at the current federal mileage rate; food and lodging expenses; registration fees, and other related expenses.

Approvals of travel expense requests shall be in writing and shall specifically state what items are approved and for what amounts. The written approval shall indicate a maximum allowable reimbursement amount for specified items, if less than the requested amount is approved.

Approved expenses shall be reimbursed only upon presentation of an itemized, verified statement, except that advance payments may be made directly, where specifically requested.

The Executive Director or designee shall establish a maximum daily rate for meal reimbursement, which shall be consistent for all meal reimbursement requests. ***Alcoholic beverages are not reimbursable and may not be included in any reimbursement request or on any receipts requested for reimbursement.*** The Executive Director or designee shall also establish a daily rate cap for overnight accommodations and may require additional or enhanced documentation for employees seeking to exceed such rate cap.

Travel expenses may, at the discretion of the Executive Director, be required to be booked by the school so as to ensure containment of costs.