

Employee Expense Authorization/Reimbursement Guidelines

This regulation applies to all District employees and provides guidelines for expenses relating to travel and job-related duties.

Authorization for Expenditures

An employee must obtain authorization for travel; attendance at conferences, workshops/seminars, or training sessions; and other work-related reimbursable expenses in advance from the appropriate administrator. Once such authorization has been obtained, the employee shall follow the District's established purchasing policies related to purchase orders, cash advances and/or the use of purchase cards.

Expenses and Receipts

Upon return from any District-related travel or after incurring a reimbursable expense, the employee is expected to account for the travel or expense within 10 days after such travel or expenditure. This accounting shall include a request for reimbursement or a refund to the District, as appropriate. Such expense reconciliation shall be documented on the District Expense Form or the Mileage Reimbursement Form. The expense accounting form must be approved and signed by the appropriate administrator.

Expenses for which there are no receipts, e.g., tips and baggage handling, shall be accounted for on the expense form with the employee's signature testifying to the veracity of the expense.

If the appropriate expense or reimbursement form is not filed within 30 days any cash advance amount received by the employee will be deducted from a subsequent paycheck.

EXPENSE GUIDELINES

Method of Conveyance

Generally, air travel will be used for out-of-state travel and auto travel for in-state activities. However, the specific methods of transportation shall be determined by the employee. Travel arrangements may be made through the appropriate department or school secretary or by the employee, at his/her choosing. The District shall provide for the cost of standard coach fare for air travel. Any upgrade for air travel or re-ticketing shall be at the expense of the employee.

Auto travel will be reimbursed to the employee at the prevailing District rate per mile.

Lodging

The District shall pay the cost of one standard room per occasion. Additional accommodations or expenses for upgraded accommodations due to family attendance at the event or personal preference, shall be paid by the employee.

If the employee elects to stay an additional time at the event location for an extended visit in the area, the additional expense shall be borne by the employee.

Meals

The employee may use discretion in purchasing breakfast, lunch and dinner based on the location of the event and prevailing dining rates, generally not to exceed \$50 per day. The employee shall provide receipts to establish actual costs for daily meals. If the employee is in a group to which one receipt is provided, the employee shall request a copy of the receipt and include only the cost of their meal on the expense form.

If the employee participates in a banquet style meal, which includes a spouse or member of the family, the employee shall reimburse the District the actual cost of the additional meal, if known or \$10 for each additional lunch or \$25 for each additional dinner.

The District will not provide for reimbursement of any alcoholic beverages. Where possible, a separate check for such expenses is recommended.

Vehicle Rental

The District does not have a preferred auto rental company.

If a vehicle is rented as a result of travel needs after air travel, the receipt must be retained and submitted for reimbursement. The cost of a full size vehicle shall be the standard for rental selection or larger if needed to accommodate the size of the party. The cost of upgrading of the vehicle shall be borne by the employee unless such upgrade is necessary given the circumstances. Such circumstances shall be noted at the time of reimbursement reconciliation.

When a vehicle is rented, the employee shall purchase the rental company's additional insurance coverage.

The employee shall return the vehicle to the rental company with a full tank of gasoline and provide the gasoline receipt for reimbursement.

Taxi fares or other methods of transportation will be reimbursed to the employee as they are related to attendance at the conference, upon submission of a receipt.

Mileage

Employees who are required to use personal vehicles on District business or in the performance of their job shall be reimbursed at the prevailing District rate per mile following the submission of a completed and approved Mileage Reimbursement Form, unless specified otherwise in an individual employment contract.

Entertainment

Occasionally, in the course of a conference, certain entertainment activities are assumed for participants. The District shall reimburse a reasonable amount for entertainment when the

entertainment is related to the conference program, associated with a meal event, and/or within good discretion. Entertainment or personal items not associated directly with conference attendance shall be reimbursed to the District if such a charge is placed on a total event receipt. These items may include, but are not limited to, in-room mini-bars, in-room movies, lounge charges, and guest services. Employees are strongly discouraged from charging, even with the intent of reimbursing, items for personal use or entertainment on a District related receipt when direct payment from the employee is possible. This would include items such as, but are not limited to, theater movies, alcoholic beverages, area special attractions or gambling expenses.

Phone Calls

The District shall pay for an employee's personal phone calls made while traveling up to \$15 per day.

Cash Advances

The District may provide a reasonable cash advance to an employee upon request. The amount of the cash advance shall be determined by the employee through an estimate of the daily costs of the event. The member shall use the Purchase Order Form for this request. The employee should provide the District with a minimum of one week advanced notice if a cash advance is necessary. The employee must provide appropriate receipts for the actual expenses and return any unused portion of the cash advance within 30 days. The District expense form shall be used for documentation. It is recommended that the employee buy traveler's cheques with the cash advance funds rather than travel with cash. Any theft of cash or traveler's cheques must be reported to local police or the loss shall be at the employee's expense.

Other Expenses

Aside from travel, employees may incur other expenses as a result of their position. Any other expense must be justifiable in relationship to the event and pass critique by auditors of District funds and/or legal challenge and be approved by the appropriate supervisor. Employees shall use the District Expense Form to document these expenses.

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