

General Personnel

Expenses

The School Board shall reimburse employees for expenses necessary for the performance of their duties which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

School District personnel and officials who incur expenses while performing authorized duties shall be reimbursed either partially or fully in accordance with the following guidelines:

1. Inter-district mileage:
When approved by the Superintendent or his/her designee, the mileage accrued on personal vehicles when performed for official school business shall be reimbursed at the rate established by the Internal Revenue Service.
2. Intra-district meal reimbursement:
There shall be no meal reimbursement for intra-district travel. It is recognized that some activities and operations require that personnel be kept intact during mealtime. Reimbursement for such meal expense requires the advance approval of the Superintendent or his/her designee.
3. Out-of District Travel:
All personnel must obtain written approval from their immediate supervisor and the Superintendent prior to planning for out-of-district travel. Such approval shall authorize reimbursement subject to the following:
 - a. Mileage and/or Transportation
Transportation reimbursement shall be at least cost for the district (airfare or mileage). Mileage from the school to the airport and from the airport to the conference location shall be considered transportation expenses.
 - b. Meals shall be reimbursed as follows: breakfast \$7.00, lunch \$8.00 and dinner \$16.00. The district shall not reimburse expenses for liquor or entertainment.
 - c. When overnight lodging is required, cost of room and room tax only will be reimbursed. There will be no reimbursement for telephone calls or movies.

Employees must submit to the Superintendent an itemized, signed voucher showing the amount of actual expenses, attaching itemized receipts to the voucher. A non-detailed credit card receipt is not sufficient for reimbursement. Expense vouchers shall be presented to the School Board in its regular bill process.

LEGAL REF.: 105 ILCS 5/10-22.32.

ADOPTED: March 20, 2006