



Expense Reimbursements

Administrative Procedure 5.080

Board Governance Policy Cross Reference: 1, 2, 3, 7, 12, 14, 17, 18

Legal Reference:

Date Adopted: June, 2012

Date Amended: April 2019; December, 2021

Date Reviewed: December, 2021

Expense Reimbursement

1. District Personnel who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly completed and approved Expense Claim. Alcoholic beverages will not be reimbursed. Personal loyalty and other points programs (i.e. Airmiles) are not to be used for district expenses.
2. Expense claims shall be submitted to the Secretary-Treasurer's office.
3. Original itemized receipts must be submitted and must contain the following:
 - a. Date of the Transaction
 - b. Amount of the Transaction
 - c. Vendor Name and Address
 - d. Purpose of the transaction including an itemized description of the goods or services purchased. Reimbursements relating to Professional Development shall include support documents such as: session overview, conference agenda, speaker biography, etc
 - e. A Credit Card Slip or Debit Slip alone **does not constitute an official receipt**
4. Claims not supported by a proper receipt as outlined above will be rejected.

Travel Expense Reimbursement

1. Where official travel by personally owned vehicle has been authorized, mileage payment shall be made at the rate currently approved by the

- Board. A properly completed and approved Expense Claim shall be submitted to the Secretary-Treasurer's office.
2. All other preauthorized travel expenses will be reimbursed as per Board Approved District Guidelines.

Corporate Credit Cards

1. The Cardholder is responsible for the card and meeting all the terms and conditions.
2. Corporate Credit Cards are to be used only for expenses incurred in relation to School District business.
3. The Credit Card may not be used for personal use.
4. Submission of expenses for payment shall be submitted on the approved form along with original itemized receipts containing:
 - a. Date of the Transaction
 - b. Amount of the Transaction
 - c. Vendor Name and Address
 - d. Purpose of the transaction including an itemized description of the goods or services purchased
 - e. A Credit Card Slip alone **does not constitute an official receipt**
5. The expense form and receipts shall be submitted to the Secretary-Treasurer's office within 5 days of receiving the monthly statement.
6. Expenses not supported by proper receipts as outlined above shall be considered personal expenses and shall be the responsibility of the cardholder.