

## **Procedures for Policy 412 – Expense Reimbursement**

### **REIMBURSEMENTS**

The following items are available for reimbursement:

- A. School district personnel or persons representing the school district who use their personal vehicle to travel to a destination out of the school district or within the district and have the prior approval of the superintendent or designee will be reimbursed at the same rate as the IRS Standard mileage rate. Per IRS regulations, mileage to a destination out of the district will be calculated as the lesser of your building/office to the destination or your home to the destination. The district will not pay mileage for out-of-state trips that total more than the cost of an airline ticket.
- B. School personnel or representatives of the school district who, with the advanced approval of the superintendent or designee are on school business out of the district overnight may receive reimbursement for meals plus tips (up to 15%), not more than \$50 per day. Personnel must verify the actual expense of meals with original itemized receipts. When a meal is included in the registrations of an event or is paid for by another source, reimbursement for that meal is not permitted. Reasonable exceptions may be made to the per-day rate for unusual circumstances at the discretion of the Superintendent or their designee.
- C. Approval to be reimbursed for the cost of lodging must be obtained in advance from the superintendent or designee. The district will reimburse school personnel for basic commercial lodging. Upgrades and/or premium rates will not be reimbursed. Lodging within a 60-mile radius of the school district is not normally reimbursed. Only when compelling circumstances exist and with the advanced approval of the superintendent or designee will exceptions be permitted.
- D. Commercial transportation is not to exceed “coach” airfare. If a personal vehicle is driven instead of commercial air transportation, employees will be reimbursed the IRS Standard mileage rate not to exceed “coach” airfare.
- E. Approved ground transportation and other allowable incidental expenses incurred while traveling on behalf of the district. Use of the least expensive form of ground transportation is encouraged. Exceptions are permitted when circumstances such as location, distance, or presentation materials dictate the use of a taxi or car rental.
- F. The cost of conference admissions, fees, and materials will be reimbursed after the conference dates. Original itemized receipts need to be submitted for verification. Other reasonable expenses connected with the travel of school personnel while conducting school district business may be reimbursed. Expenses for family members will not be reimbursed.
- G. School personnel who are approved to travel on a daily basis between the schools may submit mileage for reimbursement based on the intra-district mileage chart.
- H. Purchases using personal funds require administrative pre-approval. All items purchased with personal funds and not shipped to an official district address will not be reimbursed. Employees should attempt to use a district purchasing method before using personal funds.
- I. Emergency purchases for which the normal purchasing process is not timely.

### **RESPONSIBILITY**

- A. Responsibility for compliance with this policy is three-fold:

1. The employee submitting the request for reimbursement is responsible for assuring that a public purpose was fulfilled and for providing adequate documentation as required in this procedure.
  2. The supervisor who signs the reimbursement request is responsible for assuring that a public purpose was accomplished by the employee making the expenditure, that proper documentation is in place, and that district purchasing procedures could not have been reasonably used to make the expenditure.
  3. Designated finance department officials are responsible for ensuring that the reimbursement form is properly completed and that the proper supervisory signature is in place on the form.
- B. If the Superintendent, designee, or the School Board determines that a public purpose was not met by the incurring of the employee expense, the claim will be denied and the expenditure shall become the responsibility of the employee.
- C. The district will not reimburse an employee to the extent an expense is beyond the reasonable needs of fulfilling the business purpose of the occasion.
- D. A supervisor who gives advance approval of an employee's business expense may impose particular conditions on the expense including, but not limited to, the maximum amount approved for reimbursement.
- E. In no event will the district reimburse an employee for the cost of any alcoholic beverages.
- F. In no event will the district reimburse an employee for the cost of entertainment expenses or expenses for a spouse, companion, or dependent while the employee is on district travel status.
- G. The district will not reimburse any employee for costs that the district cannot pay or bear under applicable law. This would include expenses such as laundry, movies, personal phone calls, and snacks.
- H. Expense reimbursements should be turned in monthly. Items turned in more than 60 days after the date incurred will become taxable to the employee. The district will only reimburse expenses that are dated up to one year before the date of submission.

## **FORMS**

Reimbursement forms are available on the Finance Department resources website:  
<https://northfieldschools.org/staff/finance-forms/>

*Last Updated: 11.2.2023*