

Revised: November 27, 2000
Revised: June 28, 2004
Revised: May 8, 2006

671.2

REIMBURSEMENT OF EXPENSES

The District shall reimburse Board members and staff for actual, reasonable, and necessary expenses incurred in the performance of authorized and approved school business.

Travel expenses eligible for reimbursement may include: meals, transportation, lodging, parking, portage, business-related telephone calls, internet connection, faxes, facsimile, and photocopying. Reimbursement for expenses unrelated to travel are subject to approval by the district administrator. Approval of staff development requests may place limits on which expenses will be reimbursed.

Travelers should make all efforts to secure the lowest possible rates. Reimbursement for expenses that exceed the established rates require prior approval of the district administrator for school staff and the Board President for Board members.

Employees must fill out an expense form, Policy #671.2-Form, and present that completed form, along with appropriate receipts, to the district business office before the bill will be reimbursed. Original receipts for all expenses, other than meals, privately-owned vehicle mileage, and portage, are required.

Employees are expected to provide their own means of covering travel expenses subject to reimbursement after the trip is completed. When practical, direct-bill arrangements should be made through the district business office in advance of travel.

Reimbursement will not be made when employee expenses are paid from any source other than the employee.

Travel expenses incurred by guests accompanying the employee will not be reimbursed.

The provisions of this policy are applicable to all employees except when not in accord with specific provisions of collective bargaining agreements.

MEAL EXPENSES

The District reimburses at rates set forward by the State of Wisconsin. Travelers should obtain a list of current rates from the business office prior to departure. An employee may exceed the maximum for a given meal by combining reimbursement for two or more consecutive meals in one day, provided that the total reimbursement claim does not exceed the combined individual maximum meal reimbursement rates for those consecutive meals.

LODGING EXPENSES

When most advantageous, employees should request a government employee discount when obtaining lodging. They should also claim tax-exempt status when paying for lodging while

traveling in-state. Documentation verifying the employee's status with the district should be obtained from the business office prior to the trip.

Expenses incurred for avoidable canceled or unused room reservations or for avoidable "late check-outs" will not be reimbursed without adequate written explanation.

Guests may accompany the employee, but reimbursement for lodging expenses incurred by the employee will be limited to the single room rate.

TRANSPORTATION EXPENSES

The District reimburses at rates set forward by the State of Wisconsin. Travelers should obtain a list of current rates from the business office prior to departure. Reimbursable "transportation" expenses are limited to: privately-owned vehicle mileage, parking, tolls, mass transit, taxi (including a maximum gratuity of 15%), airfare, or train fare.

Expenses incurred for traffic citations, parking tickets, insurance, repairs, towing service, or locksmith calls on privately-owned vehicles or rental cars are not reimbursable.

When practical, employees traveling to the same destination at the same time should pool transportation resources. Reimbursement for commercial air transportation is limited to the lowest available coach fare.

Legal Ref.: Sections 118.21(1) Wisconsin Statutes
118.24(5)
120.10(4)
120.13(16) and (32)

Local Ref.: Policy #671.2 Form