Travel and Expense Policies

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# Travel and Expense Reimbursement Policy

## Purpose

The School recognizes that employees of may be required to travel or incur other expenses from time to time. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by Personnel. Our policy is to reimburse only reasonable and necessary expenses actually incurred by Personnel.

When incurring business expenses, the school expects Personnel to:

Exercise discretion and good business judgment with respect to those expenses.

Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.

Report expenses, supported by required documentation, as they were actually spent.

## Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted at least monthly or within two weeks of the completion of travel if travel expense reimbursement is requested must include:

The individual’s name

If reimbursement for travel is requested, the date, origin, destination and purpose of the trip.

An itemized list of all expenses for which reimbursement is requested.

## Receipts

Receipts are required for all expenditures billed directly to the school, such as airfare and hotel charges. No expense will be reimbursed to Personnel unless the individual requesting reimbursement submits with the Expense Report original receipts from each vendor showing the vendor’s name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable). A credit card receipt or statement may be used to document the vendor and date of an expense, provided other required details of the expenditure are fully documented.

## Organization Credit Cards

If a corporate credit card is issued to personnel for travel (and other) organization-related expenses, the requirements for regular expense reports, explaining charges, as described above under “Expenses Reports” must still be met, and charges may not be made for “Non-Reimbursable Expenditures” as described below. Failure to meet the Expense Report requirements, or making of inappropriate charges will result in loss of the credit card.

## General Travel Requirements

Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Personnel and the person authorizing the travel shall consider the ways in which the school will benefit from the travel and weigh those benefits against the antici­pated costs of the travel. The same considerations shall be taken into account in deciding whether the benefits to the schooloutweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

## Air Travel

General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.

## Lodging

Personnel traveling on behalf of the school may be reimbursed at the single room rate in a “business economy” or “budget” hotel for the reasonable cost of hotel accommodations i.e Comfort Inn, Fairfield Inn, Days Inn, Hampton Inn, etc. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual’s itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels.

## Out-Of-Town Meals

Personnel traveling on behalf of the school are reimbursed on a per meal basis at the following rates when they actually incur the cost of a meal. They will not be reimbursed for meals paid for or provided by others.

Breakfast: $ 10.00

Lunch: $ 15.00

Dinner: $ 30.00

## Ground Transportation

Employees are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

*Courtesy Cars.* Many hotels have courtesy cars, which will take you to and from the airport at no charge. Employees should take advantage of this free service whenever possible. Another alternative may be a shuttle or bus.

*Taxis.* When courtesy cars and airport shuttles are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved.

*Rental Cars.* Car rentals are expensive so other forms of transportation should be considered when practical. Employees will be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.

## Personal Cars

Personnel are compensated for use of their personal cars when used for business travel. When individuals use their personal car for such travel, including travel to and from the airport, mileage will be allowed at the currently approved IRS rate per mile.

In the case of individuals using their personal cars to take a trip that would normally be made by air, mileage will be allowed at the currently approved rate; however, the total mileage reimbursement will not exceed the sum of the lowest available round trip coach airfare.

## Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Personnel traveling on organization business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the employee and will not be reimbursed. On-airport parking is permitted for short business trips. For extended trips, Personnel should use off-airport facilities.

## Non-reimbursable Expenditures

The school maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a school.

# Expense Reimbursement Policy

No staff members other than specifically authorized individuals are permitted to accept cash and/or checks.

All School events for which money is collects must be approved PRIOR to the event by the School leader and the Finance Department.

The School’s Operations Manager will supervise the collection of all fees and will be responsible for managing the receipts of the Finance Department.

Teachers and students are not permitted to do fundraising or fee collection; rather all financial transactions should be coordinated with the School’s Operations Manager and the Finance Department.

Cash and personal checks should not be stored or locked in staff offices or desks.

A purchase requisition must be completed by the teachers and approved by the School leader prior to ordering materials. Any items purchased without an approved purchase requisition will be the responsibility of the purchaser. Receipts and invoices with an approval must be given to the School leader before reimbursement checks can be issued,

# Expense Reimbursement Form

 **Instructions for Employee**:

1. List each transaction separately; all forms must be accompanied by original receipts
2. Enter all required fields; under *Description*, list purpose of and location
3. Print and sign this form
4. Staple copies of receipts to this signed form and give to your supervisor

**FOR OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date*(Required)*** | **Vendor Paid (Where Purchased)*(Required for non-driving expense)*** | **Receipt Amount(*Required)*** | **Description (Purpose of Expense)*(Required)*** | **Account Code** |
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|  | **Total Invoice** | $ |  |  |

School Operations Manager Signature Date

Employee Signature Date

Employee Signature Date