

Adopted: July 13, 2009
School Board Review August 25, 2014 (No Change)
Contact Person: Executive Director of Finance and Support Services

POLICY 412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to set expectations for a system for reimbursing employees for qualifying business expenses.

II. GENERAL STATEMENT OF POLICY

The Bloomington Public Schools shall establish a system to reimburse employees for qualifying district business expense. The system will:

- A. Define qualifying of a business expense.
- B. Identify examples of non-qualifying expenses.
- C. Require written pre-approval before a District business expense is made above a specified dollar amount.
- D. Define and prohibit conflict of interest purchases.
- E. Restrict purchases by employees who have announced their resignation or are retiring from the District.
- F. Require the providing of evidence of purchase, possession, and/or receipt of goods/services.
- G. Require signed approval by Administration. The Superintendent's reimbursements will require the signature of the School Board Chair or a designee from the School Board.

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REGULATION 412 EXPENSE REIMBURSEMENT

I. PROCESS

- A. The Business Office shall provide a schedule of reimbursement rates for District business expenses, including those expenses requiring advance approval and specific rates of reimbursement.
- B. Allowable expenses would include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses. (Alcohol and tobacco are not an allowable reimbursable expense.)
- C. Requests for reimbursement must be itemized on the official school district reimbursement form with original receipts attached and submitted to an administrator for approval.
- D. Automobile mileage and meal reimbursement shall be set by the IRS. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- E. Failure to provide original receipts or acceptable documentation will result in non-reimbursement (unless reasonable justification is provided.)

II. EXPENSE ALLOWANCE LIMITS

- A. Travel - Employees may choose their own mode of travel, but the reimbursement will be limited to the actual amount expended.
 - 1. Maximum reimbursement is limited to the cost of direct coach airfare.
 - 2. Complimentary hotel transportation service should be used whenever available. Claims for the actual cost of taxi, rental car and other forms of transportation related to the conference/convention activity may be made in addition to the round trip airfare to the destination city.
- B. Group Rates – Employees are encouraged to use group travel and related accommodations to obtain lower costs. Statements for group accommodations from the sponsoring association or travel bureau are required. The statement must identify the items included in the package cost such as transportation, lodging, registration and number of days.

- C. Air Travel – Reimbursement is limited to coach rate between the origin and destination cities and return. Ticket voucher copy is required as receipt
- D. Auto Travel – Travel by personal car is permitted within certain restrictions.
1. Reimbursement for auto travel is limited to the cost of coach airfare and transportation to the site.
 2. Mileage reimbursement rate is covered in District policy 702.3.
 3. If two or more employees travel together in one private auto, mileage reimbursement may be claimed by only one person.
 4. Commuting expenses between the employee's residence and primary work location are never reimbursable; however, reimbursement is allowed for expenses incurred in excess of ordinary commuting miles. The following are examples of reimbursable and non-reimbursable mileage:
 - a. Travel by staff to committee meetings is a reimbursable expense.
 - b. Travel for paid extra assignment is non-reimbursable. It is considered a separate job assignment; therefore, constitutes commuting miles.
- E. Lodging Expenses – Hotel or other lodging expense for which reimbursement is claimed is limited to the single rate for the accommodations selected. A receipt is required. The single room rate must be written or stamped on the bill by hotel personnel. Employees are advised to select lodging as reasonable in cost as consistent with comfort, safety and convenience, and within budgetary allocations.
- F. Meal Expenses - Per Diem allowance will be based on IRS guidelines for Hennepin County. The reimbursement will be limited to the allowance for the number of days permitted for the trip. This will only be provided if the conference doesn't include meals. The suggested allowance for each meal is 20% for breakfast, 28% for lunch, and 52% for dinner (alcohol is not reimbursable). This allowance includes any miscellaneous expense and any applicable tips; no additional claims for tips may be made.
- G. Registration Fees – If a separate registration fee is charged, it should be identified as a registration fee on the expense report. A receipt or statement is required. Registration fees are fully reimbursable. If food or tours are included, this should be noted on the reimbursement form.
- H. Claims for Routine Expenditures - Personnel who are authorized to claim routine expenses throughout the year should accumulate several small expense items on a single employee's expense report and submit these for reimbursement at least quarterly.

III. CHECK REQUESTS FOR TRAVEL AND MEETING ATTENDANCE

- A. Any District employee may have their expenses paid in advance for travel, lodging and registration fees. Airfare can be purchased through a travel agent and hotel accommodations can be reserved in advance. A confirmation of such arrangements must be requested as back up documentation.
- B. Such expenses will be required on the **Request for Check form**. The administrator must approve the request before processing will be done by the Business Office.
- C. The following anticipated expenses must be itemized and a separate request for check form must be submitted separately for airfare and hotel accommodations:
 - 1. Full name of organization sponsoring the conference;
 - 2. Location and dates of the meeting;
 - 3. Dates employee will be in attendance;
 - 4. Amount of transportation, lodging and conference registration.
- D. If all information is not complete on the Request for Check form, it will be returned to the administrator who authorized the request.
- E. Check requests are to be submitted to the Business Office not more than six (6) weeks or less than (3) weeks prior to commencement of the conference.

IV. EXPENSE REIMBURSEMENT

- A. Review and Approval – The administrator approving reimbursement is responsible for deciding upon the reasonableness and has the authority to disallow unreasonable or unnecessary expenses. The administrator also has the responsibility for deciding the amount of time and the resulting expenses, which will be allowed for in transit travel within District policies. After review and approval, the administrator will send the expense report to the Business Office.
 - 1. Reimbursement claims may be submitted only for the actual amount of expense subject to the limitations as stated. All reimbursable expense will be reported on the Employee's Expense Report. Expenses must be itemized and explained.
 - 2. Reimbursement for travel must be approved by the administrator who approved the travel. The report must identify the meeting or conference attended by full name and dates of the conference along with dates of attendance.

3. This report is to be submitted by the employee on completion of the travel to the administrator who authorized the trip within 14 days of close of the conference.
4. If money is due to the employee, an Employee Expense Report must be filled out and approved. These reimbursements will be deposited into the designated employee bank account.
5. A conflict of interest arises when a district employee is in a position to influence the business, research, or other decisions of the district in relationship to an outside organization in ways that could lead directly or indirectly to financial gain for the employee or the family of the employee, or give improper advantage to others to the detriment of the District.
6. The Employee's Expense Report will be audited in the Business Office. Claims which are not in accordance with policy, are not properly approved or are not supported by required receipts will be returned to the administrator who approved the report.