

412 - EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify education district business expenses that involve initial payment by an employee, and qualify for reimbursement from the education district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All education district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips and other reasonable and necessary education district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official education district form and are to be submitted to the supervising administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form. The education district will follow the guidelines in the MDE Commissioner's Plan in setting meal reimbursements.
- B. Automobile travel shall be reimbursed at the mileage rate set by the governing board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL

Employees are required to utilizing education district credit cards to pay for airline travel.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The executive director shall develop a schedule of reimbursement rates for education district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. Each employee of the Zumbro Education District will be assigned to a building as a home base. Mileage will not be reimbursed to and from the employee's home to their home base building. Requests for mileage reimbursement should be submitted at the end of each month.

Adopted: September 20, 1990

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