

BUSINESS SERVICES

FINANCIAL RECORDS/ACCOUNTING

ACCOUNTING

JOB RELATED EXPENSES

Employees shall be reimbursed when conducting business of the District for actual and necessary expenses as determined by the Superintendent or Assistant Superintendent, Business Services.

All job related expenses shall be approved by the employee's principal/division head and submitted to the Business Office on the approved expense claim form. Meals will be reimbursed at the maximum rate of \$70, including tips, per day for each person. Meals prepaid as part of a conference registration will not reduce the \$70 daily limit. Non-job related expenses will not be approved including alcoholic beverages, entertainment expenses, spouse expenses, and other personal non-business expense.

Mileage reimbursement will be made at the established rate per mile. **THE USE OF MOTORCYCLES, MOPEDS, AND SIMILAR TYPES OF VEHICLES FOR THE CONDUCT OF DISTRICT BUSINESS IS EXPRESSLY PROHIBITED.**

All conference attendance shall have prior approval of the employee's principal/division head in order to be considered for reimbursement.

The practice of allowing employees to purchase supplies and claim reimbursement is discouraged.

- A. In most instances, the District Purchasing Department can purchase these items with the benefit of an educational discount.
- B. To qualify for reimbursement, the nature of the materials purchased is to be reviewed by the Business Department.
- C. Only after Business Department release will these claims be considered reimbursable.

Meals and miscellaneous expenditures shall be thoroughly documented, including itemized, original receipts, and names of parties in attendance.

Legal Reference: None

Revised: August 6, 2019 (11/19/91)