

Employee Expense and Travel Reimbursement Policy approved 10/28/2014

Expense Reimbursements

When incurring business expenses, the school expects employees to:

1. Receive prior approval before incurring any expenses.
2. Exercise discretion and good business judgment with respect to those expenses.
3. Be cost conscious and spend money as carefully and judiciously as the individual would spend his or her own funds.
4. Report expenses, supported by required documentation, as they were actually spent.

Purchases on Behalf of the School

All expenses must be approved before incurred. A purchase requisition must be completed by the teachers and approved by the Director 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 attached to a completed Expense Report and given to the Director before reimbursement checks can be issued.

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 Report

Once an employee incurs an approved expense, an Expense Report is required to receive reimbursement. Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report with all original receipts attached.

Receipts are required for all expenditures billed directly to the school, such as airfare and hotel charges. No expense will be reimbursed to an employee 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.

The Expense Report, which shall be submitted as soon as possible from the date of purchase must include:

1. The individual's name
2. An itemized list of all expenses for which reimbursement is requested
3. If reimbursement for travel is requested, the date, origin, destination and purpose of the trip

Business Travel Reimbursements

The School recognizes that employees 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 employees.

In determining the reasonableness and necessity of travel expenses, the employee and the Director 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 school outweigh 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

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

Lodging

Employee(s) 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. Employees shall make use of available corporate and discount rates for hotels.

Out-Of-Town Meals

Employees traveling on behalf of the school are reimbursed on actual meal expenses incurred, up to the amounts listed below. They will not be reimbursed for meals paid for or provided by others.

Breakfast: \$ 10.00

Lunch: \$ 12.00

Dinner: \$ 20.00

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

Employees may be compensated for use of their personal cars when used for business travel. If a mileage stipend is deemed necessary, the employee will seek approval from the Director prior to any travel plans, and the Director will consult with the Finance Committee for an approved allowance. In the case of employees 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 employees traveling on school 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, employees should use off-airport facilities.