

# Blachly School District #90

Code: **DLC-AR**  
Adopted: 1/08  
Readopted: 7/15/09  
Orig. Code(s): DLC

## Expense Reimbursements

Expenses will be reimbursed at the following rates:

### Conference Registration

The district will prepay or reimburse the full cost of registration.

### Mileage

The district will reimburse the Internal Revenue Service rate minus 10 cents per mile. This is intended to cover the cost of gas, oil, etc. but not the fixed costs for the vehicle, i.e. insurance. For example, if the IRS announces a rate of 50.5 cents per mile, the district reimbursement rate would be 40.5 cents per mile. Distance will be determined by round-trip mileage from the district to the conference or meeting site and back as determined by an electronic map search. If the employee or Board member actually travels to and/or from a site to other than the district address, reimbursement will be for the lesser of the two distances. Reimbursement for out-of-state travel by private vehicle will be made on the basis of air fare or mileage rate, whichever is lower. The district will not reimburse mileage during the absence that is for recreation or other-than-school-business purposes. If multiple employees or Board members are attending the same conference or meeting, the district may, at its option, pay for one vehicle to transport multiple people.

### Meals

The district will reimburse at the IRS daily rate divided among three meals as determined by the superintendent. For example, if the IRS daily rate is \$39, the maximum rate of reimbursement would be:

Breakfast: \$ 9.00  
Lunch: \$12.00  
Dinner: \$18.00

The employee must present a receipt to the business office for each meal expense. Reimbursement for food, nonalcohol beverages and tip may be reimbursed up to the maximum amount per meal. If a meal is part of the conference or is offered at the conference site for all attendees at a cost in excess of the above amounts, it will be reimbursed at the full cost. The district may reimburse the cost of groceries as long as the cost does not exceed the meal reimbursement rate and they are of reasonable quantity for the number of meals to be consumed.

## **Lodging**

The district will reimburse at the IRS rate for the location of the conference or meeting. For example, if the IRS rate for the Salem/Portland area is \$70 per night, the maximum rate of reimbursement will be for \$70 plus tax. If the conference or meeting is held at a lodging site and the site is designated as the host hotel, the district will reimburse the conference room rate plus tax if it is above the reimbursement limit. The district will not reimburse for optional costs such as DVD or movie rentals, room service or internet connections, etc. unless there is a direct connection to necessary district business.

## **Other expenses**

The district will reimburse other expenses as approved by the superintendent. Examples include but are not limited to district business-related phone calls, the cost of taxi or public transportation fares or parking fees. The employee or Board member must present a receipt or written explanation why a receipt could not be obtained in order to be reimbursed.

Persons who travel at district expense will exercise the same economy as a prudent person traveling on personal business and will differentiate between business expenditures and those for personal convenience.