

Brookings-Harbor School District 17C

Code: **DLC-AR**
Adopted: 1/28/94
Revised/Reviewed: 10/22/03; 8/20/08; 9/19/12;
1/15/14; 3/07/18
Orig. Code(s): DLC-AR

Expense Reimbursements

1. District employees, Board members and official representatives of the district are authorized to claim reimbursement for actual or allowed expenses incurred as the result of performance of official duties. Travel is deemed official only when approved by the Board, principal or superintendent and/or Board as policy requires.

All travel must align specifically to district, building and/or professional goals approved through the evaluation process.

2. Reimbursement expense vouchers will be submitted to accounts payable claiming reimbursement for travel within five working days of return.
3. District-owned vehicles will be utilized when practical and available.
4. Personnel authorized to operate a private vehicle are advised of the responsibility to carry vehicle liability insurance with coverage that meets or exceeds Oregon Statutory minimum limits.
5. Allowance Limitations:
 - a. Meals: \$37 per day if you travel beyond 75 miles; otherwise \$26 per day (Itemized receipt required);
 - b. Lodging: reimbursed at reasonable commercial rates, (receipt required);
 - c. Registration: actual amount, (receipt required);
 - d. Private vehicle mileage allowance: current IRS rate;
 - e. Rental car: actual amount authorized in advance,(receipt required);
 - f. Air fare: actual coach ticket amount, authorized in advance, (receipt required);
 - g. Parking fees: actual amount, (receipt required);
 - h. Bridge tolls: actual amount, (receipt required);
 - i. Taxi fares: actual amount (does not include tips), (receipt required);
 - j. Business phone calls: actual amount;
 - k. Leaving a gratuity that exceeds 15 percent is prohibited, unless mandated more by the restaurant.
6. Meal allowances:
 - a. Meal Reimbursements will not be issued for restaurants within 45 geographical miles of 629 Easy Street, Brookings, Oregon. Geographical miles will be defined as miles driven on conventional paved roadways.
 - b. Exceptions to the 45 geographical mile rule will be when the event, conference, or meeting takes place less than 45 geographical miles from 629 Easy Street, Brookings, Oregon. Then

meal reimbursements will be paid within 10 geographical miles of the event, meeting or conference.

Example 1: Employee travels to Coos Bay, Oregon for an event, conference or meeting and purchases a lunch for \$10 in Coos Bay, then after the event, conference or meeting ends the employee returns to Brookings, Oregon and purchases dinner for \$15 in Brookings. The \$10 lunch receipt will be paid and the \$15 dinner receipt will not be paid.

Example 2: Employee travels to Crescent City for an event, conference or meeting and purchases lunch for \$10 in Crescent City, then after the event returns to Brookings, Oregon and purchases dinner for \$15 in Brookings. The \$10 lunch receipt will be paid and the \$15 dinner receipt will not be paid.

- c. Personnel attending a conference shall be eligible for reimbursement for actual cost of a meal when the meal is an agenda item of attendance and not included in the registration fee. If included in the registration fee, there will be no reimbursement.

7. Lodging Allowances:

- a. In the event a conference is held at a specific place of lodging, the full cost of the lodging is reimbursable. Full reimbursement is also allowed if a place of lodging is chosen other than that where the conference is being held, so long as the cost is not more than the conference suite.
- b. Eligibility for reimbursement will occur only when the person would not reasonably be expected to return to his/her residence or job on the day of travel. Reasonable is defined as an ability to return (including meal time, if applicable) is on or before 8 p.m. Extraordinary circumstances or unsafe road conditions may be justifiable reasons for a delay of return.

8. Mileage reimbursement will be determined for travel over the most direct and commonly traveled route. Distance between points traveled will be shown on standard highway mileage guides, the Highway Division's official mileage table or by odometer readings.