

Condon School District 25J

Code: **DLC-AR**
Revised/Reviewed: 4/12/94; 3/12/96; 11/09/05;
11/20/08; 4/13/16
Orig. Code(s): DLC-AR

Expense Reimbursement

1. Eligibility for Travel Reimbursement

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

2. Reimbursement Expense Vouchers

Reimbursement expense vouchers will be submitted to the principal within 5 working days of return. The principal will then approve the expenses and forward it to the deputy clerk.

3. District-Owned Vehicles

District-owned vehicles will be used when practical and available. A district credit card will be used for purchase of necessary fuel, oil or minor repairs when engaged in official travel.

4. Insurance

Personnel authorized to operate a privately owned vehicle are hereby advised of their responsibility to carry motor vehicle liability insurance with at least minimum coverage limits as outlined in Oregon Revised Statutes.

5. Allowance Limitations

Meal and lodging allowance will be aligned with the Federal IRS "All other Rate" (see the district's Travel Expense Reimbursement Voucher for current IRS "All other Rate").

- a. Meals – Receipt required (see section 6. below);
- b. Lodging – Receipt required (see section 7. below);
- c. Mileage – See section 8. below;
- d. Registration Fees – Receipt required, actual amount;
- e. Rental Car – Receipt required, actual amount;
- f. Air Fare – Receipt required, actual amount, must be less than first-class accommodations;
- g. Parking Fees – Receipt required, actual amount;
- h. Bridge Tolls – Receipt required, actual amount;
- i. Taxi Fares – Receipt required, actual amount, does not include tips;
- j. Personal Phone Calls to Residence – Not more than \$5 per call while engaged in district travel (see section 10. below);
- k. Business Phone Calls – Actual amount.

6. Meals Allowances:

Meal allowance will be subject to IRS "All other Rate" and will be granted through attached receipts for a maximum of the amount listed on the district Travel Expense Reimbursement Voucher.

Meals or banquet meals at conference shall be reimbursed at actual cost. If meals or banquet meals are included in registration fee, no meal allowance for those meals will be reimbursed.

7. Lodging Allowances

In the event a conference is held at a specific place of lodging where the cost is in excess of the amount listed on the district Travel Expense Reimbursement Voucher, the full cost of 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 no more than at the conference site.

Eligibility for reimbursement will occur only when the person would not reasonably be expected to return to his or her residence or job on the day of travel. Normally, it will be deemed reasonable to return if the time of return would be around 8:00 p.m. and the weather is conducive for safe travel.

8. Mileage Reimbursement

Mileage reimbursement will be determined for travel over the most direct and usually traveled route. Distance between points traveled will be as shown in standard highway mileage guides, the State Highway Division official mileage table or by odometer readings. In the event of road closure the mileage distance will be adjusted accordingly.

9. In-District Mileage Reimbursement

In-District mileage reimbursement shall be submitted monthly, listing the in-district travel mileage for that time period. Reimbursement rates will be the same as for other private car mileage allowance. Submit on a district Travel Expense Reimbursement Voucher.

CONDON SCHOOL DISTRICT #25J
REIMBURSEMENT VOUCHER

Name: _____

Department or Grade: _____

Travel

Purpose/Location of Travel: _____

Date of Travel: _____

Out-of-District Travel Reimbursement:

Internal Revenue Service (IRS) 2015 current mileage and daily rates

Mileage @ 57.5 cents per miles traveled: _____ \$ _____

Lodging @ \$137 per night IRS "All other Rate" (attach receipts) \$ _____

Meals @ \$66 per day IRS "All other Rate" (attach receipts) \$ _____

Registration Fees (attach receipts): \$ _____

Miscellaneous: _____ \$ _____

In-District Travel reimbursement

Dates: From _____ To _____ \$ _____

Other Reimbursement (attach receipts):

Description: _____

Acct: _____

Total \$ _____

Signature

Date

Approved By: _____