

# Condon School District 25J

Code: **DLC-AR**  
Adopted: 4/12/94, 3/12/96  
Readopted: 11/9/05; 11/20/08

## Expense Reimbursement

### A. Eligibility for Travel Reimbursement

District employees, members of the Board 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, building principal, or the school board.

### B. Reimbursement Expense Vouchers

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

### C. 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.

### D. 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.

### E. Allowance Limitations

Meal and lodging allowance will be aligned with the Federal IRS "All other Rate" (See District Reimbursement Voucher for current IRS "All other Rate")

* Meals	(receipt required) (see F of this policy)
* Lodging	(receipt required) (see G of this policy)
* Mileage	(see H of this policy)
Registration Fees	(receipt required): actual amount
Rental Car	(receipt required): actual amount
Air Fare	(receipt required): actual amount; must be less than first class accommodations
Parking Fees	(receipt required): actual amount
Bridge Tolls	(receipt required): actual amount
Taxi Fares	(receipt required): actual amount (does not include tips)
Personal Phone Calls	

to Residence	Not more than \$5.00 per call while engaged in district travel (see J. of this policy)
Business Phone Calls	Actual amount

F. 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.

G. 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.

H. 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.

I. In-District Mileage Reimbursement

In-District mileage reimbursement shall be submitted at the end of each nine week period, 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 expense reimbursement voucher.

J. Personal Telephone Calls to Residence

On the first day of travel status, a person may be reimbursed for a telephone call to his or her residence. The reimbursement may continue for every other day of continued travel.

**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) current mileage and daily rates

Mileage @ Current IRS Rates _____ Miles Traveled: _____	..... \$ _____
Lodging @ Current IRS Rates _____ "All other Rate"(attach receipts)	..... \$ _____
Meals @ Current IRS Rates _____ "All other Rate"(attach receipts)	..... \$ _____

Registration Fees: (attach receipts) ..... \$ \_\_\_\_\_

Miscellaneous: \_\_\_\_\_ ..... \$ \_\_\_\_\_

**In-District Travel reimbursement**

Dates: From \_\_\_\_\_ To \_\_\_\_\_ ..... \$  
Total: . \$ \_\_\_\_\_

**OTHER REIMBURSEMENT (attach receipts):**

Description: \_\_\_\_\_

Acct: \_\_\_\_\_

..... \$  
Total: . \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Approved By** \_\_\_\_\_