

# Jewell School District 8

Code: **DLC-AR**  
Adopted: 2/22/06  
Readopted: 11/17/08  
Orig. Code(s): DLC

## Expense Reimbursements

District employees and members of the Board are authorized to claim reimbursement for actual expenses incurred as the result of the performances of official duties, excluding sports trips, field trips and activity trips. Travel is deemed official for district employees only when approved in advance by the superintendent.

**Reimbursement expense vouchers** will be submitted to the deputy clerk by the person claiming reimbursement for travel 90 days of return.

**District owned vehicles** will be utilized when practical and available. A district credit card will be used for purchase of necessary fuel and oil.

**Insurance** - Personnel authorized to utilize 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.

### **Allowance Limitations:**

Meals: as per current regional IRS rate (receipts required);

Lodging (receipt required): not more than \$125 unless approved in advance by the superintendent and/or Board (see below, **Lodging Allowances**);

Registration fees (receipt required): actual amount;

Private car mileage allowance: IRS rate;

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;

### **Meal Allowances:**

1. Meal allowances are payable on the initial day of travel as follows:

Breakfast: if depart on or before 6:00 a.m.  
Lunch: if depart on or before 11:00 a.m.  
Dinner: if depart on or before 5:00 p.m.

2. Meal allowances are payable on the day of return as follows:

Breakfast: if arrive in district on or after 8:00 a.m.  
Lunch: if arrive in district on or after 1:00 p.m.  
Dinner: if arrive in district on or after 7:00 p.m.

3. Personnel attending a conference shall be eligible for reimbursement for the actual cost of a meal when such a meal is an agenda item and not included in the registration fee. If included in the registration fee, there will be no meal allowance for each meal so included.

### **Lodging Allowances**

1. In the event a conference is held at a specific place of lodging where cost is in excess of \$125, the full cost of the lodging is reimbursable with advance superintendent and/or Board approval.
2. 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. Normally, it will be deemed reasonable to return if the time of return (including mealtime, if applicable) is on or before 8:00 p.m. Extraordinary circumstances or unsafe road conditions may be justifiable reasons for delay of return.

**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 or the Highway Division's official mileage table.