

# Klamath County School District

Code: **DLD-AR(1)**  
Revised/Reviewed: 6/25/07; 4/17/12; 7/21/16  
Orig. Code(s): DLD-AR

## Reimbursement for Travel Expense

Employees and Board members wishing to be reimbursed for travel related expenses or purchases made on behalf of the district must comply with the following rules:

1. Authorization must be obtained in advance for all out-of-district travel and for all conferences regardless of location. For purposes of this regulation only, "out-of-district travel" shall mean any travel outside the boundaries of Klamath County School District, except that travel to La Pine from Gilchrist, or to Tulelake, California or Dorris, California, and any travel to, or through, areas served by Klamath Falls City Schools shall not be considered out-of-district travel.
2. Requests for reimbursement must be submitted on a reimbursement request form approved by the district.
3. Claims for expenses other than meals must be itemized and accompanied by receipts. Minor exceptions to this rule will be permitted for expenses that normally are not receipted, such as coin-operated parking meters.
4. Reimbursement for meals will be \$11 for breakfast, \$12 for lunch, and \$23 for dinner. For travel to large cities, exceptions to these limits may be granted by the superintendent. Employees will not be reimbursed for meals in instances where a meal was available as part of a conference and included in the conference fee or such as breakfast included in a hotel stay. District policy supersedes grant meal reimbursement allocations.
5. The district will pay only reimbursement requests that have been signed by an administrator with supervisory authority over the employee. Reimbursement requests in excess of \$1,000 will be paid only if they have been signed by the superintendent.

The district will pay only reimbursement requests submitted by the Superintendent that have been signed by the human resources director or the director of business services.

The district will pay only reimbursement requests submitted by a Board member that have been signed by the Superintendent.

6. The district will not reimburse employees for expenses in the following circumstances:
  - a. The reimbursement would create taxable income to the employee according to the Internal Revenue Code. Exceptions may be made for meals for bus drivers.
  - b. The reimbursement is for expenses incurred on behalf of someone other than a district employee. The superintendent may authorize exceptions.
  - c. Reimbursement would violate the statutes and/or rules of the Oregon Government Ethics Commission.