

# Malheur Education Service District

Code: **DLC-AR**  
Revised/Reviewed: 8/16/05; 7/15/14  
Orig. Code(s): DLC-AR

## Staff Expense Reimbursement

1. The superintendent will develop procedures to define those mileage and meal expenses that qualify and the method for reimbursement.
2. Meals will be reimbursed as established by the ESD Board.
3. Employees who are expected to use a personal vehicle when traveling for business purposes will be reimbursed in an amount that meets requirements as set forth in mileage reimbursement rates established by the Board and/or collective bargaining agreement as applicable. Board member will receive reimbursement at the same rate as employees.
4. Employees using private vehicles for ESD business must carry vehicle insurance in accordance with Oregon Revised Statutes. The employee's personal vehicle insurance is the primary carrier in case of accident or damage. The ESD's insurance serves as the secondary carrier for liability purposes only.
5. Employees using private vehicles for ESD business are subject to ESD policies as long as the vehicle is being used for ESD business. Board policy discourages the use of private vehicles for transportation of students.

### Expense Reimbursement Procedures

1. ESD travel procedures are applicable regardless of what agency eventually absorbs the costs.
2. Travel Approval Authority for out-of-ESD travel
  - a. Travel Approval

All travel must have the approving signature of the superintendent before travel takes place.

- (1) In-state travel must be approved by the superintendent. (See In-ESD Mileage Reimbursement)
- (2) Out-of-state travel must be approved by the Board on the recommendation of the superintendent (exception: Idaho Region, Boise, etc., considered in-state area). Out-of-state travel will be based on the most economical mode of travel.

- b. Staff Per Diem

- (1) Reimbursement for meals and lodging incurred while away from the employee's regular workstation will be calculated on a per diem basis.
- (2) The Board will establish the per diem rate annually.

(3) To receive a full day per diem rate, a lodging receipt must be documented in the request for reimbursement.

c. Travel by Personal Car- Local Use

Each employee is responsible for transportation once each duty day from home to place of work and home. Mileage reimbursement will be provided for other approved travel to cover activities which are a part of the employee's designated responsibilities. Reimbursement rate per mile covers all costs of operating a car. Additional operating expenses cannot be claimed. Insurance costs are included as a part of the mileage allowance. It is the responsibility of the owner or driver of the car to be certain that the car is adequately covered by insurance, properly maintained and safe to drive.

d. Conference and/or Business Meal Expense

Justifiable and reasonable expenses incurred for hosting individuals or groups on behalf of the ESD will be reimbursed. Such expenditures, which require the approval of the superintendent, include cost of entertaining official visitors, breakfast, luncheon and dinner conferences, employees meetings, etc. These expenditures are to be identified on the Travel Expense Report giving reasons for the expenditures.