

South Burlington School District
Travel Reimbursement

Procedure:

It is the policy of the South Burlington School District to reimburse the reasonable expenses for travel for school business on an actual cost basis and for any mileage at the approved IRS rate by its employees, school board members, and volunteers, to the extent that budgeted funds permit.

Reimbursement will be only for those expenses that are reasonable and necessary for the activities of the South Burlington School District. The method of reimbursement will be consistent whether expenses are incurred in furtherance of federally funded or non-federally funded activities. Prior approval from the superintendent or his or her designee will be required.

Implementation:

The following written procedures will govern the reimbursement and method of prior approval for the following: air/rail travel, meals, lodging, and mileage.

An Expense Report shall be completed by the staff member and passed on for supervisor approval. The expense report will then be submitted to the Office of Operations and Finance and reviewed for proper documentation. Once the proper documentation has been established, the request will be scheduled in the next available payroll. Reimbursements are included in the normal staff paycheck and are reimbursed as a separate non-tax item. Please note that incomplete documentation will delay reimbursement. Reimbursements should be submitted within 60 days of the occurrence of the expense. If the reimbursement is older than 60 days, it will become a taxable item.

Only expenditures addressed in this procedure are considered reimbursable.

Mileage:

Travel is to be by the most direct route and will be reimbursed at the IRS per-mile rate in effect at the time of travel for all miles traveled on district business in excess of normal commuting miles.

The District will reimburse staff members who use their personal vehicle to travel for business purposes. Mileage is calculated from your school location to destination and return only. The Travel Reimbursement form should be used when the request for reimbursement is only for mileage. It lists dates, location, mileage, and purpose and will need supervisor approval. The rate of reimbursement is based on the IRS mileage rate which may change from year to year. Contact the Office of Operations and Finance for the current rate.

Workshops and Conferences:

Requests to attend a conference or workshop must be approved in advance by the appropriate administrator.

Registration Fees:

Registration fees are limited to the actual cost of the conference.

The receipt should have the business name and contact information, and the conference fee should be clearly stated, as well as the dates and content of the conference. A Certificate of Attendance should also be attached. If the credit card account information does not show on the confirmation receipt, also attach a copy of the credit card receipt, or a copy of the credit card statement which lists the charge. If paid with a check, a copy of the cancelled check (bank image). If paid by cash, it should be noted on the receipt and signed by the person receiving the payment.

Miscellaneous Items:

If goods or services are received or fees paid, there should be a receipt with the following: Name and address of the person or business, date of purchase, description of the goods or services/fees, amount, the method of payment (cash, check and check number, credit card receipt/statement) and signed by the seller acknowledging the payment. Handwritten receipts are acceptable as long as the information we request is there. If the credit card account information does not show on the confirmation receipt, also attach a copy of the credit card receipt, or a copy of the credit card statement which shows the charge. If paid with a check, a copy of the cancelled check (bank image). If paid by cash, it should be noted on the receipt by the seller.

Air or Train Transportation:

Air or train transportation is limited to the most cost effective rate considering circuitous routing, unreasonable hours, and excessive prolonged travel.

Rental Cars:

Rental cars are limited to the most cost effective rate considering the needs of the individual(s).

Other necessary transportation fees such as shuttles, taxis, tolls, parking, etc. are reimbursable.

Hotel/Motel Fees:

Lodging at the conference venue is reimbursable. In the event that such lodging is unavailable then lodging is limited to the most cost effective rate considering proximity and access to transportation.

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The receipt should have an establishment's name and date of stay, an itemized list of the room fees and taxes, (Note: rooms and meals tax is reimbursable), as well as any other fees charged. If the credit card account information does not show on the hotel bill, also attach a copy of the credit card receipt or a copy of the credit card statement which lists the charge. If paid with a check, a copy of the cancelled check (bank image). If paid by cash, it should be noted on the receipt by the hotel/motel.

Meals:

Meals will be reimbursed based on actual itemized receipts.

The receipt must have an establishment's name and date of service, the menu items ordered with amounts and a total. If the credit card information does not show on the itemized menu receipt, also attach a copy of the credit card receipt, or a copy of the credit card statement that lists the charge. If paid by check, a copy of the cancelled check (bank image). If paid by cash, it should be noted on the receipt by the restaurant. Alcohol will not be reimbursed. (Note: rooms and meals tax is reimbursable.) Gratuity is reimbursable.

If there are questions regarding a reimbursement, please contact the Office of Operations and Finance at 652-7055 for assistance.

Legal Reference(s): 2 CFR 200.474