

Dover-Eyota Public Schools Policy 412

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412 EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee, and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. If students attend a state conference or compete at the state level, including being elected a state officer for the organization, the site will pay for the coach's/advisor's expenses. If the students continue to the national level, the district will pay up to 10% of the coach's/advisor's expenses pending proper procedures were followed and per board approval. Eligible groups include but are not limited to the following:

| | | |
|----------------|-------------------------|--------------------|
| Baseball | Softball | Basketball |
| Cross Country | Football | Golf |
| Track | Volleyball | Wrestling |
| Dance Team | Music | One Act Play |
| Speech | Visual Arts | Academic Triathlon |
| Cheerleading | FFA | Soccer |
| Knowledge Bowl | Math League | Science Club |
| Spelling Bee | Destination Imagination | Student Council |
| Spanish Club | National Honor Society | Robotics |

IV. AIRLINE TRAVEL CREDIT

- A. **Employees are required to use school district funds (i.e., work with the District Office to use a purchase order, check or credit card), rather than personal funds, to acquire airline transportation.**
- B. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- C. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or

benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

- D. The requirements of this section apply to all airline travel, regardless of where or how the tickets were purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The school board shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent or designee shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Cross References: Dover-Eyota Public Schools Policy 214 (Out-of-State Travel by School Board Members)