

7.12—(MH)EXPENSE REIMBURSEMENT

Mountain Home School District staff members traveling on approved school business will be reimbursed for all allowable out-of-pocket expenses associated with approved travel. Allowable expenses include meals, mileage, parking fees, and lodging. Conference registration fees are also considered to be an allowable reimbursable expense. Approved out-of-state travel reimbursements may also include airfare and ground transportation. With the exception of mileage and meals, reimbursement will be for the actual costs incurred. Receipts are required. Personal expenses such as telephone calls, movie rentals, etc. will not be reimbursed. Travel expenses for family members will not be reimbursed.

Mileage

If school employees provide their own transportation, mileage will be reimbursed at the current mileage reimbursement rate and *must be approved in advance by the immediate supervisor*. The mileage reimbursement rate for use by an employee of his/her vehicle will be adjusted on July 1 of each year to equal the latest U.S. Internal Revenue Service rate in effect at that time, in accordance with policy 3.05(D)(1) of the Mountain Home School District. Mileage will be calculated using the district mileage chart. Staff members traveling to the same meeting are strongly encouraged to carpool. It will be the responsibility of the immediate supervisor to determine whether mileage is approved for more than one driver. Point of origin for travel reimbursement will be the employee's home base within the school system or the employee's personal residence whichever is shorter. *All certified personnel with multiple site assignments will be reimbursed for traveling expenses incurred due to those assignments consistent with district policy*

In-District Travel

If an employee is required to commute between schools, the Mountain Home School District will reimburse the employee for miles driven as follows:

- (1) If a round trip is made, then the employee will be reimbursed for the number of miles from the school of origin to the school of destination times 2.
- (2) If the employee concludes the day at the second school, then the employee will be reimbursed for the number of miles from the school of origin to the school of destination.

Travel Requiring Overnight Lodging

For in-state travel requiring overnight lodging, the following meal allowances apply:

Breakfast - \$6.00 Lunch - \$9.00 Dinner - \$15.00

For out-of state travel requiring overnight lodging, the following meal allowances apply:

Breakfast - \$7.50 Lunch - \$12.50 Dinner - \$20.00

If the travel requires a departure prior to 6:00 am on the first day, breakfast will be considered reimbursable. If the travel requires a departure after 6:00 am, but before 12:30, lunch and dinner will be considered reimbursable. If the traveling distance upon the return prohibits an arrival prior to 8:00 pm on the last day, dinner will be considered reimbursable. Receipts for meal allowances are not required. No meals purchased within the district will be reimbursed. Gratuities and alcoholic beverages are NOT allowed expenditures of the school district.

Travel Not Requiring Overnight Lodging

Meal expenses incurred during approved travel (out of district) for school staff are considered reimbursable at the same rate as other in-state approved travel if an overnight stay is not involved. Approved travel includes, but is not limited to, out-of-district athletic contests, one-day conferences, meetings, workshops, or other school activities at which the attendance of school personnel is approved. It will be the responsibility of the immediate supervisor to determine whether or not such travel is approved. Reimbursement for this type of travel shall be limited to expense for one meal (lunch rate: \$9.00; or dinner rate: \$15.00) and roundtrip mileage to the site of the school activity.

Staff members traveling on approved school business will be expected to pay for all of their expenses associated with the approved travel, unless using a school credit card. Request for reimbursement should be filed immediately upon return. The reimbursement request should be made by completing and submitting an official travel reimbursement request form to the building principal or immediate supervisor for approval. The form should detail mileage, dates of trips, destination, names of travelers, and trip purpose. Approved requests for reimbursement will be forwarded to the business office after which reimbursement will be made within ten working days.

Note: According to Legislative Audit, any reimbursement received for meals not associated with an overnight stay is considered to be miscellaneous income and should be reported as such when filing income tax reports. It is the responsibility of the individual to report the income received. The district has no such responsibility in the reporting process.

Date Adopted:

Last Revised: