

## EXPENSE AUTHORIZATION/REIMBURSEMENT

Code **DKC** Issued **XX/2019**

The district will reimburse board members and employees for expenses incurred in approved travel for the district, such as approved attendance at conferences and other authorized expenses necessary in performing their duties. The supervisor must pre-approve the employee's travel. The superintendent or his/her designee must pre-approve all overnight and out of state travel (excluding Charlotte). Travel out-of-district must be performed in the most cost-effective manner which includes ride sharing.

The district will pay hotel reservations, plane or train reservations, and registration fees via district procurement card or purchase order. The district will not pay for upgrades.

The district will not provide advanced reimbursement to the employee prior to the travel.

If cancellations are necessary, the employee or board member may be responsible for reimbursing the district for monies not refundable.

### **Mileage**

Authorized official travel for school district purposes will be reimbursed at the mileage rates established by the Internal Revenue Service.

### **Meals and Lodging**

Meal expenses associated with authorized official overnight travel will be reimbursed at the U.S. General Services Administration (GSA) per diem rates established by the federal government. Any amount of the GSA per diem rates in excess of the State of South Carolina per diem meal allowance must be charged to the general fund or pupil activity funds, not to federal grants and awards. Receipts for meals will not be required since per diem reimbursement is the only means of reimbursement for food-related travel expenses. Meal per diem reimbursement will not be provided for local and/or single-day travel.

Lodging will be limited to the lesser of the single rate established by the hotel, lowest conference rate, or the lodging rate established by the U.S. General Services Administration (GSA).

### **Other Travel Expenses**

The district will pay for other expenses for approved official travel at the following rates:

- plane or train - coach rate
- taxi, bus or ride sharing services - actual fare, including tip, reimbursed upon return when accompanied by travel reimbursement request form and receipt
- parking or tolls – actual rate, reimbursed upon return when accompanied by travel reimbursement request form and receipt

Adopted ^