

## EXPENSE REIMBURSEMENT

District personnel and officials who wish to be reimbursed for expenses incurred while carrying out official, authorized duties, must submit an expense voucher as follows:

1. Professional and support staff must submit vouchers to their immediate supervisor.
2. The Superintendent must submit vouchers to the Board Treasurer.
3. Other administrators and Board members must submit vouchers to the Superintendent.

All vouchers must be accompanied by supporting receipts.

Reimbursable expenses are those which have been approved and incurred in line with budgetary allocations for that specific type of expense.

### MILEAGE

Mileage payments for authorized official travel by personally owned vehicles shall be made at the rate currently approved by the Board. Those employees who receive a flat payment amount for mileage shall be covered by the mileage rate when they use personal vehicles for travel outside the district.

### MEALS

The per diem allowance for single meals is:	Maximum Amounts <u>without</u> Tip	Maximum Amount <u>with</u> Tip
Breakfast	\$9.62	\$11.06
Lunch	\$11.39	\$13.10
Dinner	\$24.52	\$28.20

The per diem allowance amounts shall be adjusted annually based on the change in the Consumer Price Index.

Tips shall be above the single meals' cost, but should not exceed 15 percent of meal costs. Tips may be charged back to the district.

If the meals eaten exceed the per diem allowance the extra expense may be reimbursed providing documentation is submitted to support the additional charges and a rationale explaining the excess cost is provided. Deviation from the above per diem schedule is allowable only if approved by the Superintendent or his/her designee.

**LODGING**

Only the actual lodging expenses, plus tax, are allowable. Receipts for lodging expenses shall be required.

Lodging expense is not to exceed the lowest single room rate charged by the hotel or other lodging establishment. If the least expensive single room rate is not available, a moderate-priced room rate shall be accepted providing the hotel or other lodging establishment states on its billing that this is the lowest rate available. Lodging should be reserved in advance.

When an employee or Board member shares a room with a non-employee or non-Board member (e.g. spouse, family member, friend), the district shall reimburse the employee or Board member at the single room rate only. The single room rate must be put on the receipt by the hotel or other lodging establishment.

When two or more employees or Board members share a room, the amount to be reimbursed each employee or Board member shall be the proportionate share of the total bill.

**TRANSPORTATION**

Transportation expense is not to exceed the lowest fare available. If an employee or Board member chooses to upgrade from coach to first class, the additional fare will be at his/her expense. Ground travel expense cannot exceed the lowest airfare ticket price. Receipts for transportation shall be required.

ADOPTED: September 24, 1979

REVISED:	July 1996	March 20, 2000	July 2003	July 2007	August 2012
	May 1997	June 26, 2000	June 2004	June 2008	August 2013
	July 1998	October 2001	July 2005	August 2010	August 2014
	July 1999	June 2002	July 2006	August 2011	August 2015
	August 2016	August 2017			

LEGAL REF.: Wisconsin Statutes: 120.10(4)  
120.44(2)

CROSS REF.:

REVIEW DATE: February 29, 2012