

TRAVEL EXPENSE REIMBURSEMENT POLICY

It shall be the policy of the Saco Board of Education to reimburse its' employees for all expenses that are necessary and reasonable when traveling for authorized school-related purposes.

All travelers should exercise good judgment with respect to incurred expenses while traveling. The expenses for reimbursement must be itemized, fully explained and submitted with original dated receipts to the Superintendent of Schools or his/her designee within ten business days of the date of return.

Transportation. The mode of transportation will be authorized by the Superintendent/Designee and will be at the sole discretion of the Board. The District will pay for the mode of transportation which is most advantageous to the school district. Transportation expenses include all regularly scheduled forms of travel (plane, train, bus, etc.) and the use of personal automobile. Rental cars are permitted only when approved in advance. All modes of travel except a personal car must be substantiated by written receipt.

Expense items that may be reimbursed in addition to mileage are: parking and highway tolls. Receipts are required.

Air travel reimbursement is limited to the most economical flight available at the appropriate time to the approved destination.

Mileage Expenses. Mileage expenses shall be reimbursable at prevailing Internal Revenue Service allowed rates of reimbursement for business travel in effect July 1 of each year. The expense incurred traveling between an employees' home and regular workplace is considered personal commuting expense and is not reimbursable. When two or more employees travel together by personal automobile, only the owner/custodian shall be entitled to reimbursement for transportation expenses. Car-pooling to workshops or conferences is encouraged.

Meal Expenses. Employees traveling overnight for training or professional development are entitled to reimbursement of reasonable meal expenses up to a maximum of \$36 per day plus gratuity. However, on partial days, reimbursement will be at the following established rates:

Breakfast	\$ 6.00
Lunch	\$10.00
Dinner	\$20.00

* plus up to 15% gratuity

Meal expenses incurred during travel originating and ending on the same calendar day shall not be reimbursable.

Purchase of alcohol during meals or at any other times will not be reimbursed.

Hotel Expenses. Hotel accommodations shall be pre-arranged/or reserved by the traveler wherever possible. Good business judgment shall dictate the reasonableness of the accommodation to the business need and of the room rate allowed. It is anticipated employees use neither the least expensive nor most expensive accommodations. In cases where two employees of the same sex are traveling together, it is assumed they will obtain a double room.

Any charges beyond room and taxes will not be reimbursed.

Adopted: 4/9/2002