



Book	Policy Manual
Section	Section D: Fiscal Management
Title	Copy of Expense Reimbursements
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### Expense Reimbursements

An approved purchase order must be completed and approved prior to travel and all expenses must have prior approval from the Superintendent or his/her designee. The following regulations apply to travel and other types of reimbursable expenses directly related to the performance of District business.

1. **Travel Requests:** These must be submitted in advance through the appropriate administrators to the Superintendent or his/her designee.
2. **Transportation:** All modes of transportation are authorized consistent with the requirements of the assignment and the efficient and economic conduct of official business. Travel is by the most direct route.
  - A. **Automobile:** Reimbursement is made at the IRS rate. This is the maximum rate regardless of the number of passengers up to a maximum of 400 miles round trip, unless the employee has been selected to make a presentation (assuming the sponsoring organization is not paying expenses) or the employee is representing TCS in a District-wide project.

Parking charges, as well as toll and ferry charges, are reimbursable.

Teachers assigned to multiple buildings may be reimbursed for travel at the rate currently approved by the Board if the distance between buildings exceeds one mile. Requests are to be signed by the building Principal and submitted to the Treasurer on a monthly basis.
  - B. **Travel by Public Conveyance:** Round-trip tickets should be purchased if these offer a price advantage. Approval is for coach fare only.
  - C. **Local Transportation:** Local transportation such as taxicabs, **ridesharing services**, airport limousines and buses should be used when justified.
  - D. **Car Rentals:** Rental cars may be used only in cases of emergencies or when no other means of local transportation is practicable and the rental has been preapproved. Emergencies include canceled airline flights or change in destination due to inclement weather or other circumstances.

### 3. Subsistence

- A. Lodging: Any person on official District business who must secure lodging in connection with that business is entitled to reimbursement for the necessary business cost of a single the room. If the traveler is accompanied by his/her spouse, lodging expenses are reimbursed at the single occupancy rate. Any non-business-related expenses are the responsibility of the person or official.
- B. Meals: Meals consumed by a person on official business are reimbursed (not to exceed \$25.00 per meal) upon submission of appropriate itemized receipts. \$75.00 a day.

#### 4. Other Reimbursable Expenses

- A. Telephone and Postage: Telephone toll calls from or to the District must be charged to the District office, thereby eliminating a claim on an expense voucher. Calls other than from or to the District should be charged whenever possible to the District. If an expense for telephone, postage or certified or registered mail must be paid in cash, the claim may be made on an expense voucher as a "miscellaneous expense." An explanation must be given, such as the origin and destination of the call. A receipt should be obtained.
- B. Conference Registration Fees: Conference and convention registration fees are reimbursable as a miscellaneous expense on the travel expense voucher. Registration fees in excess of \$50 or more may be requested for advance payment to the agency by separate purchase order prior to the event.
- C. Gratuities: Staff members are reimbursed with bona fide documentation for gratuities( up to 20%, or a rate imposed by the vendor) for any meals while on professional leave in the performance of their duties
- D. Sales Tax: Sales tax is reimbursable when the employee or official is using a personal account for District business up to established amounts and in accordance with established District procedures.

#### 5. Travel Form and Receipts

Reimbursement for expenses is obtained by submitting an expense voucher after the expense was incurred.