

Infinity Charter School

SECTION: Employees

TITLE: Employee Expense
Reimbursement Regulations
Policy

APPROVED: March 8, 2016

REVISED:

No. 450 – Employee Expense Reimbursement Regulations Policy

PURPOSE:

To establish the policies and procedures governing the reimbursement of travel and other reasonable and proper expenses incurred by Infinity Charter School (“Charter School”) employees in the performance of official and necessary Charter School business.

GUIDELINES:

Authorization and Approval of Travel and Reimbursements

The Chief Executive Officer (“CEO”) is responsible for authorizing travel on necessary and essential School business and the subsequent approval of incurred expenditures. The intent of reimbursement is to defray those expenses the employee would not ordinarily have incurred had the employee not been traveling on behalf of Charter School.

1. Expenditures for out of town travel require the approval of the CEO in advance of such travel.
2. Expenditures in excess of the limitations established in these procedures will be approved only if fully documented and a review of the circumstances indicates that such expenditures were necessary and in the best interests of School. Approval by the CEO is required.
3. Conference Participation: Participation in any one conference will be limited to a number such that there shall be substitute teacher coverage during the period of conference attendance.
4. Request for Reimbursement
 - (a) Employees will be reimbursed for approved expenditures within the policies and limitations established herein. Employee expense reimbursements shall be requested on a form to be provided by Charter School for routine or out of state travel. Receipts for transportation, hotel accommodations, taxi fares, tolls, etc., must be obtained and attached to the form.
 - (b) All requests for reimbursement of travel expenses are subject to review by

the Board Treasurer to verify the official nature of the expenditure and the reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed.

5. Reimbursable Expenses

- (a) Travel within the greater Harrisburg area should be submitted for reimbursement on a monthly basis.
- (b) Travel via automobile:
 - (1) The shortest distance to the destination should generally be taken. Exceptions may be made when expressways or other highways are more convenient or require less time. Records must be kept of the distances between stops so that entries on the Reimbursement form will be accurate. In listing trips, indicate the start destination (school/location) of each trip and the miles covered. Show the total reimbursable miles covered for the day in the prescribed block, rounding the total to the nearest mile. A mileage reimbursement rate equal to the amount allowed by the Internal Revenue Service will be used to determine reimbursement amounts. Parking fees are reimbursable when parking at commercial parking areas is necessary. Parking fees are not reimbursable with respect to the regular or normal work location.
 - (2) Mileage reimbursement will not be granted for the first stop of each workday, where the first stop of the workday commences from the employee's home, or for the trip home from the last work location of the day. These two trips are equivalent to going to work and returning home after work each day and are not reimbursable. Mileage after the first stop through the last official stop of the day is reimbursable.
- (c) Travel via public transportation: Generally, the least expensive mode of travel should be used. Enter the total fares for the day in the amount column on the reimbursement form. The cost of travel to and from home and an employee's school or office is not an allowable expense.
- (d) Meals while in travel status: Meal allowance will be made for travel of over four (4) hours. All meals while on travel status are reimbursable, without documentation, at the following rates (taxes and tips included). The cost of alcoholic beverages will not be reimbursed:

Meal Allowances:	
Breakfast	\$ 5.00
Luncheon	\$10.00
<u>Dinner</u>	<u>\$20.00</u>
Total Per Day	\$35.00

Meals that are part of an official function (conventions, etc.) will be reimbursed in the amount actually expended and should not be included in the meal allowance. A receipt must accompany the reimbursement request for such meals. Meals that are included in the registration fee should not be included in the request for meal allowance.

6. Other Expenses:
 - (a) General office costs in the conduct of official business are reimbursable.
 - (b) Valet expenses (dry cleaning, laundering) and other such personal expenses are not reimbursable.
 - (c) Reasonable tips for carrying luggage at place of lodging will be allowed.
 - (d) Use of a rental car is not reimbursable unless it can be shown that it was essential in the conduct of the official business and/or in the best interests of Charter School. Approval for use of a rental car must be secured in advance of travel.
 - (e) Upon conclusion of travel, and within fifteen (15) business days, a Reimbursement Request form must be completed and signed by the CEO.
 - (f) Additional requests for travel will be denied to an employee who has not submitted in a timely fashion.

7. Vacation Preceding/Following Travel
 - (a) When an official period of travel is preceded or followed by an approved employee vacation or other non-work day, only such expenses that are part of the official travel may be charged.
 - (b) Transportation costs will be reimbursed up to the approved value of the roundtrip cost to and from the point of destination of the official travel.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH THE SCHOOL'S CHARTER OR APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS AND/OR CHARTER CONTROL.