

## **DKC—Expense Authorization/Reimbursement**

Board Directors and employees who incur expenses in carrying out their authorized duties shall be reimbursed by the School upon submission of allowable supporting receipts. Prior authorization from two of the three members of the administrative team (Administrator, Asst. Administrator, and Business Manager) shall be acquired for purchases that will total \$500 or more.

### **Travel Reimbursement**

Board Directors and employees are eligible for reimbursement only if prior approval for travel is obtained. Travel expense reimbursement claims should be submitted for payment within 10 business days of completion of travel. School personnel traveling for official school business and trainings shall be reimbursed for approved expenses at the Federal per diem and mileage rates.

Approved expenses are:

- Air Fare
  - Reimbursement will be limited to coach fare only. Airfare tickets should be purchased as early as possible to assure the best possible ticket rates. Reimbursement is contingent upon transmittal of receipts or ticket coupons with an expense reimbursement claim.
- Rail/Bus
  - Reimbursement will be limited to standard coach fare. Reimbursement is contingent upon transmittal of receipts or ticket stubs with an expense reimbursement claim.
- Car Rental
  - Reimbursement will be made only upon pre-approval of car rental by the Administrator. Reimbursement is contingent upon transmittal of a car rental receipt with an expense reimbursement claim.
- Lodging
  - Reimbursement will be made for official travelers only. However, travelers are encouraged to share lodging with another individual in order to take advantage of double occupancy rates. If arrival is earlier or departure later than necessary for the specific travel assignment, except in unusual circumstances, the additional cost will not be reimbursed. Reimbursement is contingent upon transmittal of a lodging receipt with an expense reimbursement claim.
- Ground Transportation
  - (Taxis, buses, tolls). Reimbursement will be made only for travel from and to airports, and from and to the site of lodging if the meeting site is different. Receipts are required. Reimbursement is contingent upon transmittal of receipts with an expense reimbursement claim.
- Parking
  - Reimbursement is contingent upon transmittal of receipts with an expense reimbursement claim.

- Telephone
  - Reimbursement will be made only for telephone calls related to the official purpose of the travel.
- Incidentals
  - (Laundry, entertainment, liquor, newspapers, toiletries). Reimbursement will not be made for incidentals.
- Registration
  - Reimbursement is contingent upon transmittal of receipts with an expense reimbursement claim.
- Rebates
  - Any rebate (cash or complimentary services) resulting from the School's payment of expenses shall be returned to the School.

*Cross Ref.: EEB—School and Personnel Transportation Services*