

## **POLICY - 2.6.2 - REIMBURSEMENT GUIDELINES**

### **SCOPE - ALL EMPLOYEES, VOLUNTEERS AND BOARD MEMBERS**

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The following general guidelines apply to the reimbursement of approved employee, volunteer or Board member expenses:

- A. **TRANSPORTATION:** The actual cost of transportation, including all forms necessary for the trip, telephone costs, and similar items incidental and necessary to the performance of official business while in travel status will be paid for. If the employee, volunteer and Board member uses their personal vehicle, the District will reimburse the individual at the current I.R.S. rate for the actual mileage required for the trip. However, if the District provides fuel for the personal vehicle, the I.R.S. rate shall not apply. Parking and other related expenses must be documented by receipt.
- B. **LODGING:** Hotel or motel accommodations should be appropriate to the purpose of the trip. Expenses for lodging must be supported by actual receipts. Reimbursement for lodging is generally limited to the expense of a single room, except where individuals are sharing a room.
- C. **MEALS:** Individuals will be reimbursed for meals with receipts showing actual expenses. Reimbursement for meals will be limited to reasonable expenses, based upon the meal, the location and the event.
- D. **TELEPHONE & COMMUNICATIONS:** Expenses for telephone and/or other communications are reimbursable only if they are directly related to District business and are supported by actual receipts. Personal telephone calls charged to the District must be reimbursed by the individual.
- E. **REGISTRATION & TUITION FEES:** Expenses for registration and/or tuition fees are allowable expenses under this policy. A copy of the registration must be attached to the request for reimbursement.
- F. **ACCOMPANIED TRAVEL:** Expenses for family members who accompany the individual on a trip are not reimbursable. If a family member does accompany the individual, any increase in the cost of lodging, meals, or associated expense resulting from the addition of the family member will be paid by the individual.