

Richmond School District Policy Statement
Expense Reimbursements

Policy #: 671.2

District employees and Board of Education members who incur expenses in carrying out their authorized duties shall be reimbursed in accordance with the following regulations:

1. Employees requesting expense reimbursements must receive District Administrator/designee pre-approval.
2. Claims for expense reimbursement must be submitted on an expense report form.
3. Transportation: Mileage shall be reimbursed at the rate established by the Internal Revenue Service for school business and conference-related travel.
4. Lodging: The actual cost of lodging will be reimbursed provided the cost is reasonable and proper. A receipted lodging statement is required and must be attached to the expense form.
5. Meals: Employees and Board of Education members will be provided expenses for approved meals while on approved overnight school district business, with the following listed restrictions:
 - a. Meal amounts shall require a receipt. If no receipt is submitted, a statement of explanation must be provided.
 - b. The total amount of moneys which may be claimed for meal reimbursement for any one day shall not exceed \$40.00.
6. Miscellaneous: The following expenses are reimbursable:
 - a. Air limousine service, taxis, tips.
 - b. Actual costs of vehicle parking.
 - c. Other expenses may be approved by the District Administrator/designee.

Submission of an expense form will constitute certification of actual and necessary expenditures.

Legal References: Wisconsin Statutes 118.21(1)
 118.24(5)
 120.10(4)
 120.13(16) & (32)

Approved: 5/14/07