

West Carroll Board of Education

Administrative Procedure

Required by:
Edgar 80.36
Board Policy 2.804

Descriptor Term:
Travel and Expense Procedures

Revised:
03/07/2017

A. Lodging

1. Lodging expenses to be paid for by general purpose funds or federal funds are to be approved in advance by the director of schools or federal program's director. Lodging reservations are to be made by the program director or district office designee.
2. Lodging expenses to be paid for by individual schools will be approved in advance by the school principal. Lodging reservations are to be made by the principal or principal designee.
3. A check for the full amount of lodging and tax exempt form will be issued and submitted to the vendor in advance or upon check-in by staff member.
4. Lodging costs will be reimbursed for activities that continue for two or more days or when the activity is more than 50 miles from WCSSD.
5. Lodging costs will be reimbursed at the rate negotiated by the event organizer. If no lodging can be found at the negotiated rate, the director of schools and/or program director may approve an alternate venue and rate not to exceed \$400 per day.
6. Items such as entertainment, movies, internet and telephone charges are not approved expenses.
7. Receipts for lodging expenses are to be submitted to the accounts payable department.

B. Meals

1. Meal reimbursement can only be paid on overnight trips. Sales tax cannot be paid on meals.
2. To receive meal reimbursement, meal receipts must be submitted with a completed Travel and Expense Form. The total cost of meal reimbursement per day is not to exceed \$60.
3. Alcoholic beverages and gratuities (tips) are not a reimbursable item.
4. Meal receipts submitted 30 days after the event will not be reimbursed.

C. Other Expenses

1. Receipts for parking will be reimbursed when submitted with a travel and expense form no later than 30 days after the event.
2. In most cases, registration and lodging fees should be paid in advance directly to the vendor from the district office accounts payable department. Upon prior approval from the director of schools and/or the program director, registration and lodging fees may be reimbursed when a receipt is submitted with a travel and expense form no later than 30 days after an event.
3. Mileage will be reimbursed at the state rate.