

EXPENSE REIMBURSEMENT

3012

District personnel , or those designated to do so, who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved voucher and such supporting receipts as required by the administration. Such expenses may be approved and incurred in line with budgetary allocations and as provided for in the Master Agreement.

Travel Reimbursement Rates

Approved out-of-district (i.e. Arrowhead Area) reimbursement shall not exceed the rate guidelines outlined below.

Transportation:	Personal Vehicle	IRS Rate
	Air Fare (booked by the business office)	Actual
	Other – parking, taxi, etc.	Actual
Lodging:	Activity Requested by the Employee	State Rate
	Activity Required by the District	Actual
	<i>Note: State sales tax on in-state lodging shall not be reimbursed. Proof of tax-exempt status should be submitted at the time the reservation is made.</i>	
Registration:	Participation Fee	Actual
	<i>Note: College course request approval must be applied for separately when tuition reimbursement is expected. The district will reimburse a travel claim or a tuition claim, but not both, for the same activity.</i>	
Meals:	Breakfast	\$ 5.00
	Lunch	\$10.00
	<u>Dinner</u>	<u>\$15.00</u>
	TOTAL (during full day absences meal allowances may be combined not to exceed)	\$30.00

Meals that are included as part of a conference, convention, or workshop registration shall be utilized by the participant; as such, no reimbursement shall be made for meals eaten in lieu of the meal provided by registration.

Alcoholic beverages may not be included as a reimbursable expense.

Except for personal vehicle mileage, receipts must accompany all reimbursement requests.

Legal References:	Wisconsin Statutes	118.21(1) & (3)
		118.24
		120.10(4)
		120.13(16)

Cross Reference:	Employee Master Agreement
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Adopted:	5-12-82
Revised:	2-20-02
Revised:	2-15-06