

## **Expense Authorization/Reimbursement**

Eagle County Schools encourages attendance of personnel at local, state, regional, and national meetings as a means of upgrading the instructional program and to assist personnel in remaining current with contemporary educational thought and practice.

When authorized and within budget constraints, reasonable remuneration for expenses of employees and consultants shall be made in accordance with the following regulations.

### **REGULATIONS:**

1. **General:** Travel charged to Eagle County Schools, regardless of funding source, shall be for the benefit of Eagle County Schools and shall be completed using the most economical means available.

The employee is responsible for making lodging and travel reservations associated with the trip and to submit a reimbursement request upon return. The reimbursement request must be supported by actual, original, itemized receipts. Summary charge slips are not a valid form of receipt. All expenses are paid on a reimbursement basis only. Travel advances are not provided by the District.

Reimbursement will be made for the following: lodging, meals, transportation, registration fees and business related incidentals. The following regulations will apply:

2. **Lodging:** The District will pay the actual cost, less Colorado sales tax, per night of lodging if it is considered reasonable for the area. Employees are encouraged to stay at the hotel/motel where the conference is being held. Telephone, fax and internet service for official District purposes will be paid by the District. In-room movies, personal calls, spa costs, recreation services and other personal expenses are not paid by the district.
3. **Meals:** Meals will be reimbursed based upon the actual cost of the meal, including tip and excluding Colorado sales tax up to the maximum dollar amount per meal as established annually by the U.S. General Services Administration (GSA). Please refer to Exhibit DKC-E2 for the current maximum reimbursement. Breakfast will be reimbursed when the employee leaves the District before 7:00 a.m.; lunch when traveling out of the District between 11:00 a.m. and 1:00 p.m.; and dinner when returning from out of the District after 7:00 p.m.

In the case where meals are a part of the registration fee, an employee will be reimbursed only for the meals that are not part of that fee. Itemized receipts must be submitted to be reimbursed. Summary charge slips and anything submitted not listing specific items eaten will not be considered. Any receipts that include the purchase of alcohol will be unconditionally refused.

Generally, employees will not be paid for meals when the employee is in the District. However, at the discretion of the building principal or department manager, meals for employees may be provided from the General Fund for staff training, evening meetings and work-related national recognition days (i.e. Secretaries Day). Meals for employees for celebrations may be paid for from dollars generated from non-student fundraising dollars in the Activity Fund (ie Holiday Parties). These types of expenses should be limited in nature.

Meals for students may be paid by the Eagle County Schools with the prior approval of the building principal.

4. Ground Transportation: A District-owned vehicle will be used when available and practical. The Transportation Department will be responsible for approval of the scheduling of District vehicles. Personal car mileage will be reimbursed at the rate established by the Internal Revenue Service. The current rate for mileage reimbursement is shown in Exhibit DKC-E2. Mileage will be calculated either to and from the employee's normal place of employment or based upon actual miles traveled, whichever is less. The authorized mileage schedule (See Exhibit DKC-E1) will be used when applicable. In all instances, both inside and outside of the District, car-pooling is encouraged when possible.

Out-of-district mileage will be reimbursed when submitted on a reimbursement form with proof of attendance at the conference or meeting attached. Proof of attendance is limited to a nametag, agenda, booklet or certificate of completion. Proof of payment or registration for the conference is not considered adequate.

In-district mileage incurred by employees required to travel from facility to facility during the workday shall be reimbursable. It is the employee's responsibility to travel from home to work and from work to home each day. This shall apply to employees who report to a different facility each day.

5. Air Transportation: Coach air fare shall be the basis for air travel.
6. Miscellaneous Expenses: Miscellaneous items such as parking, taxi fare and baggage handling shall also be reimbursed when submitted on a reimbursement form with the proper receipt attached. Personal phone calls, parking tickets and traffic tickets shall not be reimbursed by the District.

LEGAL REF.: C.R.S. 24-18-104 (3)(d),(e)

CROSS REF.: EEBB, Use of Private Vehicles on School Business