



## BOARD MEMBER EXPENSES

These procedures apply to employees, Board members or designees who request reimbursement for travel expenses incurred on behalf of Mount Vernon School District.

1. All travel shall be preauthorized by the supervisor. Out-of-state travel, as defined by policy, shall be pre-approved by the Board.
2. The purchase order process shall be used for all travel expenditures such as conference registration, airfare and lodging whenever possible. A copy of the event registration/agenda/schedule should be attached to the purchase order or sent separately if the request is done electronically. Purchase orders for out-of-state travel shall be processed after the travel is approved by the Board.
3. Each individual shall pay his or her own bills unless paid by a purchase order.
4. Travel by private transportation will be reimbursed at the prevailing state mileage rate. Private or sight-seeing mileage is not reimbursable. When two or more employees are attending the same event, they should travel together to minimize expenses.
5. Transportation expenses such as parking, bus, taxi, ferry, expressway and bridge tolls will be reimbursed at cost if a receipt is provided.
6. Hotel and motel accommodations will be reimbursed at cost. An itemized lodging receipt is required. Personal phone calls, room service charges, movies, cleaners and other personal costs are to be paid by the employee at time of checkout. When two or more employees are attending the same meeting, they should share a room whenever deemed appropriate by the supervisor to minimize expenses. If an employee chooses to room separately, no reimbursement will be made.
7. Meal allowances, which include tax and gratuity, will be paid when traveling on approved district business during normal meal times whenever the meal is not otherwise provided. Employees must be in a travel status at 6:30 a.m., 12:00 p.m. and 6:30 p.m. to be eligible for breakfast, lunch and dinner respectively.

The district will reimburse each individual only for their personal daily per diem. Meals that are a part of the registration or conference shall be paid through the purchase order system. If an employee chooses not to participate in the scheduled conference meals and purchases a meal on their own, it will not be reimbursed.

8. The per meal allowances are:

<u>Meals</u>	
Breakfast	\$ 8.00
Lunch	\$10.00
Dinner	<u>\$16.00</u>
	\$34.00

9. Employees may choose to waive reimbursement for travel expenses. The waiver plan must be submitted in writing to the Business Office prior to traveling.