

EXPENSE/TRAVEL REIMBURSEMENTS

This policy shall apply to all employees and district officials in regard to reimbursement of expenses as follows:

1. Employees and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed and approved purchase order and such supporting original receipts as required by the Chief Financial Officer.
2. Expenses, including meals, will be reimbursed only upon submission of an original itemized receipt signed by the employee or official.
3. Expenses incurred due to cancellation of travel plans will be the responsibility of the employee or official unless otherwise approved by the Chief Financial Officer or the Director of Human Resources.
4. Such cancellation expenses may include but are not limited to airline tickets, hotel rooms, cancellation fees, change fees, and registration fees.
5. Meals will be reimbursed up to the current Federal CONUS Per Diem travel rates and comply with IRS rules and regulations.
6. Reimbursement for meals on approved travel during the regular course of business but not during an overnight travel itinerary, may be subject to personal income tax liability.
7. Expenses shall be approved and incurred consistent with budgetary allocations for the specific type of expense.
8. When official travel by personally owned vehicle has been preapproved, mileage payment shall be made at the current IRS Standard Mileage Rate for business miles.

Adopted 7/20/77
Revised: 3/8/00;
5/12/08; 7/15/15

Cross-referenced:
DJ/DJF – R

School District #1, Sweetwater County, Wyoming