

POLICIES PERTAINING TO OUR EMPLOYEES

EXPENSE REIMBURSEMENT

Approval:

Reimbursements shall be approved by the Superintendent or his designee, the PEIMS Coordinator. Reimbursements to school administrators, such as Academy Directors, Program Directors, Assistant Superintendent, and Superintendent, will be reviewed by the State Charter School Board at their quarterly meeting.

Travel:

Prior approval for all travel, including prepaid expenses, shall be obtained before any expenses are incurred. School personnel may obtain approval for travel from the Academy Director. The Academy Director and other administrative personnel may obtain approval from the Superintendent.

An employee of the district shall be reimbursed for authorized mileage incurred while performing duties related to the job only if such travel has been approved by the employee's immediate supervisor.

Employees shall be reimbursed for other reasonable travel expenditures according to the current schedule adopted by the Board, and enumerated in the Personnel Policies and Operational Procedures Handbook, and subject to IRS regulations. If the Board authorizes travel reimbursement rates that exceed those authorized for state employees in the current state appropriations act, the Superintendent shall ensure that accounting records accurately reflect that no state or federal funds were used to reimburse those excess amounts.

Cash or Credit Card Purchases:

Employees shall be reimbursed for authorized petty cash, personal cash, or personal credit card expenditures. Requests for reimbursement shall be made using the Board approved reimbursement vouchers.

Reimbursement Voucher:

Reimbursement vouchers will contain the following information.

1. Date of request;
2. Name and signature of individual making request;
3. An explanation per day of expenses itemized separately and claimed for meals, lodging, transportation, and other travel costs;
4. Itemized receipts;
5. The purpose of the transactions;
6. A reconciliation with amounts advanced for travel;
7. The account code used to record the reimbursement in the general ledger;
8. A statement certifying that the information on the form is true, correct, and that the amount requested is unpaid; and
9. The name, signature, and title of the individual that approved the reimbursement.

Receipts Required:

To receive reimbursement for authorized travel expenses, personal cash or credit card purchases, and for petty cash, receipts for the actual amounts spend must be presented.

Date Adopted: November 4, 2000

Date Amended: March 5, 2005