

## **EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT**

### Statement of policy

Expenses incurred by individuals for travel on behalf of the technology center should be reimbursed by the technology center. Reimbursement to individuals should be made upon approval by the board of education after proper presentation of supporting documentation, as defined below.

### Definitions

Terms used in this policy are defined as follows:

"Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the technology center. Travel may be within or without the technology center. Travel does not mean transportation to and from the employee's residence or abode to the technology center for employment.

"Employee" means any person employed by the technology center or a member of the board, acting in his or her capacity as a board member, on behalf of the technology center.

"Non-employee" travel and related expense reimbursement is limited to reimbursement of students and sponsors, engaged in approved technology center-related activities. Expenses eligible for reimbursement are only those for necessary meal and lodging expenses. Students and sponsors seeking reimbursement must follow the procedures included in this policy or any reimbursement will be forfeited.

"Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the technology center, for the benefit of the technology center or for the purpose of advancing the interests of the technology center, with the intention of being reimbursed by the technology center. Expenses may include, but are not limited to, these items:

1. air, bus, taxi, or train fares and car rentals;
2. per diem;
3. hotel or motel accommodations;
4. other travel-related expenses when applicable, such as mileage; and
5. registration fees and meeting expenses.

"Receipt" means an invoice document issued by a vendor which has been paid as an expense by an employee. A receipt must contain the following information:

1. date indebtedness incurred;
2. date indebtedness paid;
3. amount paid;
4. amount of indebtedness;
5. who paid the indebtedness;
6. method of payment;
7. the purpose of the indebtedness including an itemized description of the goods or services purchased; and
8. the name, address, and telephone number of the vendor.

A credit card slip alone is NOT a receipt.

"Supporting documentation" means a memorandum to the board containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a travel claim must be attached to the memorandum.

"Travel claim" is a document prepared by an employee who seeks reimbursement which contains the following information:

1. dates entering and ending travel status;
2. points of travel;
3. mileage to and from destination(s) when personally owned vehicle is used;
4. amount per mile reimbursed;
5. air, bus or train fares when public transportation is used;
6. parking fees, taxi fares, car rentals and turnpike fees;
7. per diem rate established by the board of education, if any;
8. purpose, time, location and those in attendance for meals;
9. motel and hotel expenses;
10. registration fees and meeting expenses;
11. other technology center business expenses such as telephone calls, tips, etc., which properly occur during the time an employee is in travel status;
12. encumbrance to be charged for expense; and
13. by whom the travel activity was approved.

"Credit card slip" is the customer's copy of the credit card charge form. A credit card slip alone is NOT a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.

"Vendor" means the individual or entity that provided the goods or services to the technology center for which reimbursement is sought and a receipt for payment has been issued.

"Meals" means actual food expenses incurred while traveling outside the technology center or within the technology center if allowed by other board policies.

#### Procedure for Reimbursement

To obtain reimbursement for travel expenses the employee must submit an online employee expense reimbursement request within iVisions to include the attachment of any necessary documentation.

#### Other Issues

A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued. Notwithstanding this time limitation, all requests for reimbursement must be made prior to the end of the following month in which the vendor's invoice was issued and services rendered. Reimbursement requests not complying with these requirements will be denied unless unusual circumstances are presented to and approved by the superintendent or designee.

Reimbursements issued by the board are only for the actual amount of out of pocket expenses paid by the employee. No additional charges may be added by the employee and the employee may not obtain a warrant for funds he or she expects to pay or incur in the future.

Any interpretation of this policy shall be made solely by the board of education and shall be binding in all respects.

Violation of any of the provisions of this policy may result in dismissal, nonrenewal, or other adverse action.

Reference: OKLA. STAT. tit. 70 § 5-117