

## EXPENSE REIMBURSEMENTS

**General Policy:** During the course of performing assigned job duties or acquiring professional staff development, employees of Alleghany County Public Schools may incur work related expenses that are eligible for reimbursement from School Board funds. Employees should be conscientious in their use of School Board funds and reimbursable expenses should be limited to those that are reasonable and necessary. Whenever possible, the School Division will prepay such expenses as registration fees, hotel costs, and airline travel. Expense reimbursement for meals, mileage, and incidental expenses are allowed per School Board established rates for such.

**Travel Within The General Work Area:** All necessary travel by School Division employees within their general work area (normally Alleghany County), where personal vehicles are used, is eligible for mileage reimbursement at the then current rate as established by the School Board. Mileage calculations should be based upon actual miles driven on behalf of the School Division as determined by the difference between your beginning and ending odometer reading. The daily commute from home to your normal work site is excluded. Alleghany County Public Schools maintains a central motor pool at the School Board office in Low Moor. Employees who work at the School Board office complex shall utilize motor pool vehicles at all times unless extenuating circumstances prohibit such or a motor pool vehicle is unavailable. Employees may opt to use their personal vehicle even though a motor pool vehicle is available, but they will not be eligible for mileage reimbursement. Motor pool vehicles may be scheduled through the Financial Services office.

**Travel Outside The General Work Area:** Travel by School Division personnel outside the general work area (normally Alleghany County) is permissible when conducting routine, required school business. Non-routine travel related to professional development requires prior approval by the Superintendent or his/her designee via the Request to Attend Professional Development form before incurred expenses related to such trips are eligible for reimbursement. Reasonable and necessary expenses incurred for travel/trips outside the general work area are eligible for reimbursement. Requests for expense reimbursement must be made via the Itemized Travel and/or Expense Statement form. For travel outside the general work area, employees are required to utilize a motor pool vehicle which may be scheduled in advance through the Financial Services office. In the event a motor pool vehicle is not available, the employee may utilize their personal vehicle and expense mileage for actual miles driven at the then current rate as approved by the School Board. Employees may opt to use their personal vehicle even though a motor pool vehicle is available, but they will not be eligible for mileage reimbursement. When multiple employees are attending the same event, it is expected that they travel together unless prior approval to do otherwise has been granted by the Superintendent or his/her designee.

**Expense Allowances:** The Superintendent or his/her designee will review expense allowances annually and provide recommendations, if any, for changing such to the School Board. Generally, meal expenses must involve an overnight stay to qualify for reimbursement, and overnight accommodations must involve travel in excess of 100 miles distance from the School Board Office to qualify for reimbursement.

Certain expenses such as meals and lodging may vary significantly from one region to another and require onetime exceptions as approved by the Superintendent or his/her designee. The following is a list of expense allowances for Alleghany County Public Schools:

|   |                          |
|---|--------------------------|
| Daily Meals and Incidental Expenses (Includes Taxes and Tips) - | \$50                     |
| Mileage Reimbursement per Mile -                                | \$0.445                  |
| Lodging -   | Reasonable and Necessary |
| Parking -   | Reasonable and Necessary |

The Superintendent or his/her designee may utilize the Meals and Incidental Travel Expenses (M&IE) guidelines provided by the Virginia Department of Education for clarification of “reasonable and necessary” and for determining one-time exceptions to expense allowances.

For conferences attended, a copy of the conference outline/agenda shall be attached to the expense report which will reflect meals and lodging provided as part of the overall conference fee. The above listed expense allowances are not intended to exclude other reasonable and necessary expenses incurred on behalf of Alleghany County Public Schools.

**Request for Expense Reimbursement:** Requests for expense reimbursement must be made via the Itemized Travel and/or Expense Statement. Itemized receipts documenting expenses must be included. The Itemized Travel and/or Expense Statement shall be approved by the employee’s authorized supervisor and submitted to the Financial Services office within seven calendar days from the end of the calendar week in which the expenses were incurred. Requests for expense reimbursement received by the Financial Services office after the thirtieth (30<sup>th</sup>) calendar day will not be reimbursed unless exception is granted by the Superintendent or his/her designee.

**Prohibited Expenditures:** Costs of personal entertainment, amusements, social activities, alcoholic beverages, traffic citations, or illegal activities are not eligible for reimbursement.

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 Amended: January 23, 2017

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