

TRAVEL, MEAL AND TRAINING REIMBURSEMENT POLICY

Expenses for elected and appointed officials and employees of the Fairfield City School District for travel, meals, and/or training in conjunction with their official duties may be paid by the Treasurer on behalf of the Board of Education as follows:

- (1) Registration fees or charges for conferences, conventions, seminars, workshops and training.
- (2) Meal reimbursement will be made in accordance with the Meal and Incidental Expense (M&IE) rate as published in the Internal Revenue Service Publication 1542. Employees and officials may receive up to Ten Dollars (\$10.00) per day in addition to the applicable daily meal amount upon the presentation of receipts documenting actual costs of the daily meals. The Board will pay Eight Dollars (\$8.00) for lunch for a one-day seminar or training program when lunch is not included in the registration cost of that seminar or training program. Alcoholic beverages and gratuities are excluded from reimbursement.
- (3) Mileage at the then current rate allowed by the Internal Revenue Service for the standard mileage rate deduction for income tax purposes, provided that such mileage reimbursement shall not exceed the cost of round trip airfare to the seminar or program if vehicle mileage for the round trip exceeds five hundred (500) miles.
- (4) Standard-rate single-occupancy hotel or motel charge.
- (5) Public transportation and rental vehicle expenses.
- (6) The Board will pay meal and registration costs for attendance at meetings of local and community not-for-profit organizations by members of the Board of Education, and for other officials and employees approved in advance by the Superintendent or designee, which meetings are attended as representatives of the District, in amounts not to exceed Fifty Dollars (\$50.00) per meeting. Charitable donations and/or fundraising expenses are not reimbursable.

Checks are to be issued in advance of the attendance of the employee or official for items specified in subsections (1), (2), and (4) hereof. Expenses shall be verified by the employee or official submitting an itemized expense account with receipts for items specified in subsections (1), (3), (4), and (5) within thirty (30) days of completion of the seminar or program. Item (2) may be paid only when Item (4) is required. Itemized receipts for Item (2) are not required unless part or all of the additional Ten Dollars (\$10.00) over daily meal amounts is claimed, and in that instance receipts for all Item (2) expenses for each day any additional amount is claimed are required.

In the event of overpayment of estimated expenses, the employee or official shall deliver payment for the difference when filing his or her expense account. In the event of underpayment, the Board shall issue a check for the difference within forty-five (45) days after the filing of the itemized expense account.

All travel expenses and registration fees or charges for all training or seminars must be approved by the Superintendent or designee for all district employees except the Superintendent and Treasurer. All overnight travel expenses for the Superintendent, Treasurer, Law Director and members of the Board of Education must be approved in advance by resolution of the Board of Education. It will be the responsibility of the Treasurer to monitor all expenses, reports, and reimbursements in accordance with this policy.

All Board of Education members attending conferences, conventions, seminars, workshops, and/or training programs shall make a verbal report to the Board of Education and public at the next regular meeting.

This policy does not apply to or provide for tuition reimbursement for the cost of higher education of any individual and does not supersede or affect any other specific contractual obligation of the Board of Education.

[Adoption date: September 19, 1996]