



Policy Number: 412  
Adopted:  
Revised: 5/17/2024

## **412 Expense Reimbursement Policy**

### **I. PURPOSE**

The purpose of this policy is to identify school business expenses that involve initial payment by an employee, and qualify for reimbursement from the school, and to specify how the employee seeks reimbursement.

### **II. AUTHORIZATION**

Each year the director will set staff budgets and spending criteria. Anything outside of those criteria needs to be pre-approved by the Director. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school business-related expenses.

### **III. REIMBURSEMENT PROCESS**

- A. Define qualifying expenses.
- B. Identify examples of non-qualifying expenses.
- C. Require written pre-approval before an expense is made above a specified dollar amount.
- D. Define and prohibit conflict of interest purchases.
- E. Require the providing of evidence of purchase, possession, and/or receipt of goods/services.
- F. Submit a detailed reimbursement form including the vendor and the items/services purchased.
- G. Require signed approval by Administration.

### **IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The Director shall develop a schedule of reimbursement rates for school business

expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.