

JOB-RELATED EXPENSES

The Board may provide for the payment of the actual and necessary expenses, including traveling expenses, of any staff member of the District reasonably and necessarily incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the District's procedures.

The validity of payments for job-related expenses shall be determined by the Superintendent or his designee.

The District shall use the Federal Internal Revenue Service prescribed mileage rate. Personal vehicles used by employees must be insured by the employee and have a certificate of insurance on file with the District Office. Rental cards shall only be utilized where the distance required is greater than 100 miles.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests. Employees shall be limited to reimbursement rates as set in the Travel & Expense Workbook found on the School District of New Berlin Intranet.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and procedures. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that 1) the participation in the event by the individual traveling is necessary to the Federal award; and 2) the costs are reasonable and consistent with the District's travel policy.

The Board shall pay the expenses of staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the District's procedures.

Whenever a staff member is unable to provide appropriate expense documentation, s/he may be reimbursed upon written approval of the expenses, in accordance with the District's reimbursement form, by the Superintendent.

All travel shall comply with the travel procedures and rates established in the District's procedures.

To the extent that the District's policy does not establish the allowability of a particular type of travel cost, the rates and amounts established under 5 U.S.C. 5701-11, ("Travel and Subsistence Expenses; Mileage Allowances"), or by the Administrator of General Services, or by the President (or his/ designee), must apply to travel under Federal awards.

Legal

2 C.F.R. 200.474

Adopted: 8/10/2020