

JOB-RELATED EXPENSES

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District 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 administrative guidelines.

School District personnel and officials who incur expenses while performing authorized duties shall be reimbursed either partially or fully in accordance with the following guidelines:

A. Mileage Rate:

When approved by the administrative supervisor, the mileage accrued on personal vehicles when performed for official school business shall be reimbursed. The amount paid will be the allowable mileage rate as defined by IRS for business driving expenses. The new rate will be determined annually in January and will be effective January 1st.

B. In-District Meal Reimbursement:

It is recognized that some activities require that personnel be kept intact as a group during mealtime. Reimbursement for meals requires advance approval of the supervising administrator.

C. Out-of-District Travel:

All personnel must obtain written approval from their immediate supervisor and the Superintendent or the Director of Instruction, in that order, prior to any extensive planning for out-of-district travel. Approved travel reimbursement is subject to the following:

1. Mileage and/or Transportation

Transportation reimbursement shall be at least cost for the District. Reimbursement shall be based on the least expensive means; i.e. coach airline fare. In addition, mileage from the school to the airport and transportation expenses from the airport to the convention center are a normal part of transportation expenses.

2. For seminars, meetings, and conventions attended for professional advantage of the employee and the District.
 - a. Expenses at cost, but not to exceed a per diem maximum of \$200.00/day. Due to unusual circumstances, the Superintendent may waive these limits. Motel/hotel expenses, meals, and convention-connected transportation are per diem controlled items. When per diem rate applies for meals only, they shall be: breakfast - \$8.00; lunch - \$12.00; dinner - \$22.00, or a \$42.00 per day maximum.
 - b. The registration fee for a convention is a reimbursable expense and not part of the per diem limitation. Complete costs of luncheons and/or banquets associated with the convention registration shall be paid in full.
3. For seminars or other meetings where attendance is directed by statute, directive from the DPI or the Board, or specifically requested and/or approved by the Superintendent and/or Board action, expense reimbursement shall be in full.
4. Parking costs and phone calls associated with official school business shall be paid in full with appropriate receipts.

D. Reimbursement requirements:

1. The Board will not reimburse employees or officials for liquor or entertainment expenses.
2. All expense reimbursement claims shall be accompanied with receipt justification for expenses. Lack of such receipts is cause for nonpayment, unless authorized by the Superintendent. The accuracy of reimbursement information is the responsibility of the employee and the immediate supervisor.

E. Honorariums:

Honorariums paid to employees during contracted time shall be submitted to the District.

F. Other Compensation:

1. The District will not grant expense reimbursement to an employee if the same costs are also reimbursed by a source outside of the District.
2. Any employee called for jury duty or subpoenaed to serve as a witness in an action arising as a result of employment with the Board shall be paid regular wages. However, the employee shall turn over to the District, any money excluding mileage allowance received as a result of such jury duty or witness service. Employees must return to work as soon as possible, if dismissed from jury duty before the end of the employee's workday.

G. Traveling With Others

Travel expenses are reimbursable for designated employees only. With respect to lodging, the amount reimbursable shall be equal to the rate for a single room. This amount shall be entered by the hotel clerk if different from the invoice.

Adopted: 6/18/01

Revised: 3/12/15

The Port Washington-Saukville School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Director of Special Services, Port Washington-Saukville School District, 100 W. Monroe Street, Port Washington, WI 53074 - Duane.Woelfel@pwssd.k12.wi.us