

administrative guidelines

BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS

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JOB-RELATED EXPENSES

- I. School District personnel and officials who incur approved 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 to a maximum of \$0.50/mile. Mileage distance is determined from the employee's building to their destination, or from employee's point of origin to their destination, whichever is shorter.
 - 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 Director of Special Services, 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 the 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. One-day seminars, meetings, and conventions – meal expenses are the responsibility of the attendee unless the meal is included as part of the event cost.
 3. Seminars, meetings, and conventions attended for professional advantage of the employee and the District lasting 2 or more days
 - a. Claims for lodging expense reimbursement may be made by submission of original itemized receipts documenting the expense. Lodging expenses shall be limited to the single occupancy rate of the room and any related room tax. The choice of lodging shall be based on cost with consideration given to accessibility in conducting business. In some instances, the arrangements for lodging are made by

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a convention housing bureau which may impact on the employee's choice of location and cost. Whenever possible, lodging arrangements shall be made using a District purchase order to avoid state sales tax on room charges.

- b. Meals (including tax and 20% maximum gratuity) will be reimbursed to a maximum of breakfast - \$8.00; lunch - \$12.00; dinner - \$22.00. No meal will be reimbursed without an itemized receipt.
 - c. 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.
 - d. Hotel expenses will only be reimbursed for locations that are greater than fifty (50) miles from the District. If multiple employees are attending the same conference, the expectation is that same gender employees will double up. If the employees choose not to double up, both employees will be responsible for half of the cost of the rooms.
- 4. For seminars or other meetings where attendance is directed by statute, directive from the Department of Public Instruction or the Board, or specifically requested and/or approved by the Superintendent and/or Board action, expense reimbursement shall be in full.
 - 5. Shuttle transfers, parking costs, and phone calls associated with official school business shall be paid in full with appropriate receipts.
 - 6. Internet service will only be reimbursed if it is necessary to perform District responsibilities and must be pre-approved.

D. Reimbursement requirements / restrictions

- 1. 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.
- 2. The Board will not reimburse employees or officials for liquor or entertainment expenses.

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3. Gaming/casino property lodging and meal expenses will not be reimbursed.

E. 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.
3. Compensation from other sources (e.g. honorariums) may be accepted by the employee if the day has been approved as a personal leave / vacation day, or the compensation must be submitted to the District.

F. 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.

Approved: 10/12/09