

BALDWIN COMMUNITY SCHOOLS
Policy Governing Expense Reimbursements

GENERAL

1. Reimbursement by Baldwin Community Schools for travel expenses is intended as repayment for actual out-of-pocket expenses only, not including mileage reimbursements.
2. Signatures: the traveler must sign this request, and approval signatures and dates are necessary.
3. No claim should be made to Baldwin Community Schools for expenses for which reimbursement is received from other sources. In the case of a trip for which reimbursement is received from more than one source, expenses should be allocated in a reasonable proportional manner.
4. Original receipts are to be supplied for travel, lodging, and for any other expenditures.
5. Receipts detailing all items purchased are required for meal reimbursements. Receipts that do not itemize items purchased will not be accepted.
6. Persons requesting reimbursement are expected to observe prudent economy in choice of lodging, meal, and mode of travel. The following statements are intended to clarify and make more explicit this general policy.

TRAVEL

1. Travel by private cars is recommended and employees should carpool whenever possible. Reimbursement is at the IRS published rate. In the event that an employee drives to a function from home, that employee's normal daily commute should be deducted from any reimbursement requests.

LODGING EXPENSES

1. Reimbursement will be made for actual expenses for lodging and meals.
2. Reimbursement is authorized for hotels at moderate local rates. Meal reimbursements are authorized at a per diem rate (breakfast: \$5, lunch: \$7, Dinner: \$13) established by the Baldwin Community Schools Board of Education. Personal charges such as phone, in-room movies, laundry, etc. should not be included.

MISCELLANEOUS EXPENSES

1. Reimbursement for miscellaneous expenses are acceptable only when preapproved by the business office. Absent a preapproval, employees should complete a requisition prior to making purchases. Tips to servers should be included as part of the meal costs. Unusual expenses should be explained. Receipts are needed for all expenditures and are subject to business office approval.

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