

## **D-15 EXPENSE REIMBURSEMENT**

Board members and employees shall be reimbursed for reasonable and customary travel expenses incurred in the exercise of school business or professional travel. The rate of reimbursement shall be established by the Board and amended as applicable.

Employees shall be reimbursed for travel expenses incurred while performing duties related to their jobs. The travel must be at the request of or approved by the Superintendent and immediate supervisor. Reimbursement for travel expenses in or out of the state shall not exceed actual, itemized expenses. Prior approval for all out of state employee travel must be obtained from the Superintendent before any travel expenses can be incurred.

Claims for travel expenses must be recorded on forms provided by the Superintendent. Expense claims for in-state and out-of-state travel must be supported by receipts (examples: hotel, airline ticket, parking, taxicab, registration, meals etc.) Costs of travel and lodging should be shared with other employees when possible. Reimbursement for personal items, entertainment, alcoholic beverages and snacks will not be made.

Reimbursement is provided for out-of-state travel by automobile or public carrier. Air travel shall be by coach class only. Automobile mileage shall be reimbursed at a rate approved by the Board.

Reimbursement is available to the Board employee or Board member only upon his/her signature.

**ADOPTED: May 11, 2004**

**LEGAL REF: Code of Alabama 16-13-14**