

Policy DEE Frequently Asked Questions

- 1. Why has the district changed the procedures for employee reimbursements for allowable expenses?** It is incumbent upon us to maintain a high degree of accountability and transparency where utilization of public funds is concerned. After reviewing procedures used in several school districts, we believe changing our practices will result in more detailed tracking of expenditures and documentation of actual expenses.
- 2. What pre-trip arrangements are required of the employee?** [a] Secure the approval of the appropriate administrator[s]. [b] Complete and submit the Overnight Travel Authorization Form to the Business Manager. [c] Secure a credit card from the business office.
- 3. As a result of the new procedures, will I have to keep receipts for my meals?** Yes. An **itemized** receipt is required for reimbursement.
- 4. What is the allowable amount for meals?** \$10 for breakfast - \$14 for lunch - \$22 for dinner [Note: Amounts utilized that are under the maximum allowable per meal are not transferable to another meal. Example: The allotted amount for breakfast is \$10. An employee spends \$8 for breakfast. The remaining \$2 from the amount allotted for breakfast is not transferable to the amounts allowed for lunch or dinner.]
- 5. What happens if I exceed the allowable amount per meal?** The employee will be expected to reimburse the district for the amount in excess of the allowable expense. [Example: The employee has \$22 allotted for dinner. The employee expends \$25 on the meal. The employee will return the receipt to the business office along with \$3 to cover the amount in excess of the \$22 allotted amount for the meal.]
- 6. Will state tax be included as an allowable reimbursable expense?** No. The employee will be responsible for using a tax exempt form provided by

the district. Any tax included in a receipt will become the responsibility of the employee.

7. Will a gratuity or tip be included as a allowable reimbursable expense?

Yes, if the total of the meal and gratuity remain within the allowable reimbursable amount.

8. Are "snacks" an allowable expense? No. The district will limit reimbursement to the employee for three meals per day.

9. Is alcohol an allowable reimbursable expense. No. State law prohibits the district from reimbursing employees for the purchase of alcohol.

10. A meal is provided as a part of the registration cost of the workshop.

May I still receive reimbursement for that meal should I choose to forgo the meal at the workshop and eat elsewhere? No. The district has already paid for the employee's meal as a part of the conference registration.