

# ASPEN ACADEMY

*Adopted:* \_\_\_\_\_ 5-20-08

*Revised:* 1-12-10, 11-14-17

## **412 EXPENSE REIMBURSEMENT**

### **I. PURPOSE**

The purpose of this policy is to identify school business expenses that involve initial payment by an employee, and qualify for reimbursement from the school, and to specify the manner by which the employee seeks reimbursement.

### **II. AUTHORIZATION**

Each year the director will set staff budgets and spending criteria. Anything outside of those criteria needs to be pre-approved by the Director. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees and other reasonable and necessary school business-related expenses.

### **III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed, and not exceed, the mileage rate set by the Internal Revenue Service. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. See Employee Handbook for specific information on reimbursement procedures and timelines required for payment.

### **IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The Director shall develop a schedule of reimbursement rates for school business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.