

FILE: DLC

MEDFORD AREA PUBLIC SCHOOL DISTRICT

DATE ADOPTED: January 22, 1980      FILE SECTOR: FISCAL MANAGEMENT  
DATE REVISED: November 21, 1991      POLICY TITLE: EXPENSE  
DATE REVISED: September 19, 2002      REIMBURSEMENT  
DATE REVISED: June 15, 2006  
DATE REVISED: September 20, 2012

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed in accordance with the following regulations:

1. Employees requesting travel must submit the proper request form in advance.
2. Claims for expense reimbursement must be submitted on an Expense Reimbursement form.
3. Transportation  
Mileage claims may be paid for use of private vehicles on approved school district business. Claims shall be submitted on an actual mileage basis, unless an annual allowance is authorized. The mileage rate shall be set by the board of education.

Scheduled air travel is limited to the lowest fare available for that class of aircraft. Approved out-of-state travel will be reimbursed in the following manner.

- a. When necessary, the employee may travel by commercial carrier or private vehicle; the travel cost shall be the lesser amount determined in the following manner:
  1. the fare for the lowest commercial air fare available.
  2. mileage reimbursement for private vehicle according to current district policy.
4. Lodging  
All hotel reservations will be made through the District Office Human Resources Department and paid with the District credit card. In the event that a staff member must make their own reservations for lodging, an itemized receipt is required and must be submitted with the Expense Reimbursement Form.

5. Meals  
Staff members will be provided expenses for approved meals while on approved overnight school district business, with the following listed restrictions:
  - a. Meal amounts shall require an itemized receipt. If no receipt is submitted, a statement of explanation must be provided.
  - b. The total amount of moneys which may be claimed for meal reimbursement for any one day shall not exceed \$40.00.
  - c. Alcohol will not be reimbursed.
  
6. Miscellaneous  
The following and other expenses may be allowed if approved by the district administrator or designee:
  - a. Air limousine service, taxis, tips.
  - b. Actual costs of vehicle parking.

Submission of an expense reimbursement form will constitute certification of actual and necessary expenditures.

**CROSS REFERENCE: DLCA**

**LEGAL REFERENCE: §118.21(1), 118.24(5), 120.10(4), 120.13(16) & (32), Wis. Stats.**