

TRAVEL PAYMENT AND REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the District **Board of Education** shall be limited to those expenses **reasonably and** necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Employees must submit to the Superintendent or designee an itemized, signed Conference-Mileage Reimbursement Form showing the amount of actual expenses, attaching receipts to the form. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed. Reimbursements shall be presented to the Board of Education in its regular bill process.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines. For travel paid for with Federal funds, the travel authorization must include documentation that demonstrates that (1) the participation in the event by the individual traveling consistent with the District's travel policy.

All travel shall comply with the travel procedures and rates established in the administrative guidelines. ***All costs incurred with Federal funds must meet the cost allowability standards within Board Policy 6114.***

Applicable laws and regulations:

105 ILCS 5/10-22.32

2 C.F.R. 200.474

To Policy Revised 6/27/16