

EXPENSE AUTHORIZATION/ REIMBURSEMENT

School employees and Governing Board members who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of supporting receipts, except for meal receipts, provided that prior authorization by the Superintendent

Reimbursement amounts shall not exceed the maximums established pursuant to A.R.S. 38-624.

Requests for Funds/Advancements

In-state. In a hardship case and at the written request of the traveler, the business manager may authorize a travel advance for food and lodging for travel of one (1) day or more. Such travel advance shall not exceed eighty percent (80%) of the estimated maximum lodging and per diem amount for an authorized in-state travel request. The estimated expense must be based on the allowable reimbursement rates for the destination or the actual expenses to be incurred, if they are less than the allowable rates.

Out-of-state. The business manager may authorize a travel advance for food and lodging for travel of one (1) day or more. Such travel advance shall not exceed eighty percent (80%) of the estimated maximum lodging and per diem amount for an authorized out-of-state travel request. The estimate expense must be based on the allowable reimbursement rates for the destination or the actual expenses to be incurred, if they are less than the allowable rates. It is the responsibility of the traveler to request a travel advance *no less than five (5) days prior* to the day of travel.

Hardship cases for travel advance will be limited to the following:

- Students
- Staff members who are being required to travel by the District and have had less than two (2) weeks' notice for mandatory travel.

No advance may be given for the following expenses:

- Commercial carrier ticket. The District shall purchase the ticket with a corporate credit card
- Vehicle Rentals
- Mileage
- Baggage Handling
- Communications expenses
- Miscellaneous travel expenses

Each person receiving a travel advance shall submit a travel claim *no later than ten (10) working days* after the last day of travel. If the travel advance exceeded the amount of travel expense incurred, the travel claim must be accompanied by a check or money order from the person for the difference.

No travel advances are to be issued to a person who has an outstanding travel advance. The business manager will follow the procedures suggested in the Arizona Accounting Manual, Section 2-D-4, and the

Uniform System of Financial Records *USFR) section on Travel Advances regarding issuance and posting of such advances.

NOTE: Advances to the traveler shall not be made for any meals or lodging paid as part of the registration fee.

Reimbursement amounts shall not exceed the maximums established pursuant to A.R.S. 38-624.

Adopted: Retroactive to May 2008

LEGAL REF.: A.R.S. 15-342
38-621 et seq.
38-624
Uniform System of Financial Records

CROSS REF.: EEB – Business and Personnel Transportation Services
BID – Board member Compensation and Expenses