

5:60 Expenses

The Board of Education shall pay for or reimburse employees for expenses necessary for the performance of their duties, including, but not limited to, travel, meal, and lodging expenses, which have been approved by the Superintendent. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

No money shall be paid, advanced or reimbursed for: (1) the expenses of any person except the employee, (2) an employee's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

No payment or reimbursement shall be made for any trip that requires airfare and/or hotel accommodations without first submitting a proposed budget for said trip and obtaining Board approval.

For travel on school business, an employee will be reimbursed for meals on an actual cost basis, not to exceed the applicable per diem spending limit for meals and incidental expenses as set by the General Services Administration for the geographic location in which the expense is incurred. Lodging [NOTE: The Board must include a maximum allowable amount for lodging, which may be the GSA rate (for the District's location or the location of the hotel), a specific dollar amount per night, or another amount as determined by the Board.], registration fees, and transportation [NOTE: A maximum amount for transportation expenses must also be included. This can mirror the limitations in Policy 2:125, or provide a different structure.] are also reimbursed for actual cost.

All requests for expense advancements, reimbursements, payments, and/or purchase orders that exceed the amounts outlined in this policy may only be approved when:

1. An emergency or other extraordinary circumstance exists; and
2. The request is approved by a roll call vote at an open Board meeting.

Employees must submit to the Superintendent an itemized, signed reimbursement form (on the applicable standardized form prepared by the District) showing the amount of actual expenses, attaching receipts to the voucher if possible. Expense vouchers shall be presented to the Board of Education in its regular bill process, except as otherwise provided in this policy.

LEGAL REF.:

[105 ILCS 5/10-22.32.](#)

[Local Government Travel Expense Control Act, 50 ILCS 150/.](#)

ADOPTED: March 7, 2013

Lincolnwood School District 74