

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 allowable supporting receipts~~, provided that prior authorization has been granted 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 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. 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 advances 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, or
- 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: date of Manual adoption

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