
EXPENSES FISCAL POLICY**Expense Reimbursement**

1. Due to the virtual nature of this business, it may sometimes be most practical for employees and board members to initiate purchases locally and be reimbursed for those expenses. Reasonable, actual business expenses incurred by employees and board members for the purpose of conducting business on behalf of the School shall be reimbursed upon approval. Pre-approval by the Executive Director is required in the event the employee will incur out of pocket expenses.
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3. The mileage reimbursement rate is based on the rate established by the Internal Revenue Service. Employees and board members must include verification of miles driven either using a platform adopted by the School, or by attaching a Google maps, or the like, with the request for reimbursement.
4. The Executive Director will approve and sign the Reimbursement Form. Employee and board members will submit an approved Reimbursement Form to the Administrative Assistant. The Administrative Assistant will submit an approved Reimbursement Form to the back-office provider. Reimbursement Forms must be submitted within thirty (30) days of the date of the expense.

Travel

1. The School will only reimburse actual and necessary expenditures. Attendees shall be held accountable for good judgment regarding expenditure of funds. All expenditures must have scanned copies of itemized original receipts, regardless of the amount.
2. The School shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on school-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on school business. Factors such as variances in regional costs, travel duration, and extenuating circumstances will be considered when approving travel reimbursement.
3. Associated travel fees such as meals, parking fees, taxis/shuttles, airfare, rental car, and luggage handling are reimbursable expenses for employees on approved travel. Meals will be reimbursed at the Per Diem daily maximum of \$95.00 (Breakfast = \$25, Lunch = \$30, Dinner = \$40).
4. Mileage will be reimbursed at the government-mandated rate for the distance traveled.
5. The Executive Director must pre-approve all out of town travel. Employees will be reimbursed for overnight stays at hotels/motels when pre-approved by an administrator and the event is more than 50 miles from either the employee's residence or the school site. Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available.