

## **Employee Policy #331 Job Related Expenses**

### **Purpose:**

Travel is often required as part of the SusQ-Cyber Charter School (“Charter School”) program for recruiting, testing and guiding. Preapproved travel and business expenses are reimbursable if proper receipts are submitted and a request form is completed.

### **Guidelines:**

#### Mileage Reimbursement:

- Mileage reimbursement shall be paid for travel required as part of a staff member’s job assignment, given preapproval of the CEO.
- Mileage reimbursement may be paid to employees attending conferences or workshops that have been preapproved by the CEO and Board of Trustees.
- An Expense Voucher must be completed and signed by the employee and submitted to the CEO for approval.

#### Attendance at Conferences and Workshops/Staff Travel:

- An employee may attend a professional conference or workshop with prior approval of the CEO and the Board. Actual and necessary expenses related to attendance at conferences or workshops shall be reimbursed to an employee if approval has been obtained in advance from the Board.
- A Conference Request form should be completed and submitted to the CEO for approval.
- Application for approval of attendance at conferences or workshops should be submitted to the CEO prior to the next regularly scheduled Board meeting so that Board approval can be requested prior to the conference or workshop.
- Brochures, agendas or other printed information concerning the conference or workshop should be attached to employee request.
- The CEO’s approval and subsequent recommendation to the Board for staff attendance at workshops or conferences will be based on the relation of the conference or workshop to the employee’s position and the value and relevance of conference or workshop attendance to the Charter School’s programs.
- Reimbursement will be made only after expenses for staff travel are incurred. All employees who incur travel expenses will submit expense vouchers to the CEO. Vouchers must be complete and receipts for meals, fees, or lodging must be attached in order for reimbursement to be paid.
- Meal rates for travel that requires meals are adjustable to the conditions in the city where traveling. However, a rule of thumb is that breakfast should be \$10 or less, lunch \$15 or less, and dinner \$25 or less. That is a total of \$50/day. This rate cannot be used for any alcoholic beverages or for any guests included on the bill. If the circumstance in the location where the staff member is traveling warrants an addition to the daily rate then the staff member should discuss that in advance with the CEO.
- Hotel rates should be settled prior to travel through reservations and should reflect moderation in selecting a good chain. When attending conferences it is appropriate to stay at the conference center hotel if possible to get the best rate.
- Parking and tolls are reimbursable with receipts.

**Delegation of Responsibility:**

The validity of payments for job related expenses shall be determined by the CEO.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.