

**PARK COUNTY SCHOOL DISTRICT #6
BOARD OF EDUCATION POLICY**

CODE: DKC

REIMBURSEMENT FOR TRAVEL EXPENSES

District personnel who are authorized by the Superintendent to attend conferences or meetings or to otherwise carry out their school duties outside the district shall be reimbursed for their travel expenses by the district as approved by the Superintendent or his/her designee and in accordance with the provisions of this policy, the district's travel guidelines, and the statutes of the State of Wyoming upon submission of a properly completed and approved Travel Report/Claim for Travel Reimbursement Form along with any such supporting receipts as may be required.

Reimbursements for such travel expenses will be limited to those necessary to conduct school business having utilized the most cost effective arrangements. These costs include transportation, meals, lodging, and/or other expenses deemed necessary by the Superintendent or his/her designee.

Upon return to the district, personnel shall within a reasonable amount of time substantiate their trip and travel expenses by properly completing and submitting a Travel Report/Claim for Travel Reimbursement Form and any supporting receipts required. The district shall reimburse the employee timely and in accordance with Internal Revenue Service guidelines governing travel.

The district may provide for the issuance of credit cards to school personnel for travel expenses incident to authorized travel. The credit card and all itemized travel expense receipts must be submitted upon return to the district. Any charges against the credit card not properly identified with travel expense receipts paid for by the school employee by check, US currency, or payroll deduction will be disallowed and must be repaid to the district. If disallowed charges are not repaid, the district will have a prior lien against and a right to withhold any or all funds payable or to become payable to the employee up to the amount of the disallowed charges and interest at the same rate as charged by the company that issued the charge card.

An employee will not use the credit card if disallowed charges are outstanding and will surrender the card upon demand of the Superintendent or his/her designee. The district has the unlimited authority to revoke use of any credit card if use becomes other than that for which it was originally intended.

Board members who are authorized by the board to attend conferences or meetings or to otherwise carry out their duties outside the district, shall be reimbursed their expenses by the district, upon submission of appropriate receipts for travel, lodging and meals and any other such receipts as required by the Board. When board members travel by personal vehicle to conduct official business, mileage payment shall be made at the rate currently approved by the Board.

Adopted: 5/20/08