

## EXPENSE AUTHORIZATION/REIMBURSEMENTS – RULES & PROCEDURES

### **Pre-approval**

All expenditures must be pre-approved using system forms, including Purchase Orders and Professional or Field Trip Information forms.

### **Direct Payment**

Whenever possible, expenses such as plane tickets, lodging and registration fees should be paid directly by the school system to the vendor using the system's Purchase Order and Professional or Field Trip Information forms.

### **Travel Advances**

No cash travel advances will be made.

### **Rental Cars**

The lowest available rate should be acquired for rental cars. Employees requiring the use of a rental vehicle are encouraged to have rental car expenses directly billed to the School District. Please check with School administration as to rental agencies which offer Nantucket a municipal/school rate.

### **Lodging**

All reasonable lodging expenditures directly associated and specific to the purpose of a business trip shall be reimbursed. Employees are expected to make lodging reservations in advance and take action to secure the lowest reasonable rates available. Lodging expenses shall not be reimbursed for additional days if an individual extends travel time for personal convenience in advance of or following official business.

### **Meal Expense Guidelines**

If pre-approved, meals will be reimbursed up to \$50.00 (fifty dollars) per day. The maximum allowance includes gratuity.

### **Entertainment & Add-On Expenses**

Reasonable professional entertainment such as purchasing meals for consultants and job candidates may be reimbursed.

Personal entertainment expenses such as movies will not be reimbursed.

Add-on expenses such as personal telephone calls and additional days of car rental for personal vacation will not be reimbursed

### **Non-Reimbursable Expenses**

Non-reimbursable expenses are those noted in State and Federal law such as

- Alcoholic beverages
- Tobacco products
- Expenses for family or guests
- Theft, loss or damage to personal property

### **Receipts**

Only those expenditures supported by receipts will be reimbursable. Receipts such as ticket stubs or credit card receipts which don't provide itemization must be attached to a cash register receipt or other itemized receipt for reimbursement.