

Title: Travel Reimbursement Policy

Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	0034
Supersedes	None
File Location	www.bethanycharter.org
Board approval date	June 4, 2007

Revision History

Revision	Date	Revision Description	Originator
A	June 4, 2007	initial draft	K. Buchheit

Reimbursement is subject to receiving appropriate receipts.

Mileage reimbursement will be paid at the Federal rate.

If the school business necessitates meals, lodging or registration fees, the BCS Board and Administrator shall use the following guidelines:

<u>Meals:</u>	Breakfast	-	Actual to a maximum of	\$10.00
	Lunch	-	Actual to a maximum of	\$10.00
	Dinner	-	Actual to a maximum of	<u>\$15.00</u>
			TOTAL	\$35.00

Lodging: Actual to a maximum of \$110.00 per night.

Registration Fees: Actual fees.

Statewide Teacher In-Service Day: Actual registration fees plus mileage reimbursement to a maximum total of \$80.00.

Employees attending conferences necessitating breakfast, lunch and dinner will be reimbursed actual cost to a maximum of \$35.00 per day for meals.

Exceptions to the maximums are subject to approval by the BCS Board and Administrator.

Should a grant have been received to cover expenses for a conference or training, then all expenses will be covered as outlined in the grant.

Not considered for reimbursement are alcoholic beverages.