

**Policy Name: Licensed Personnel
Reimbursement of Travel Expenses**

Policy Code: 3.20

Date Adopted: R/A 4/16/12

TRAVEL EXPENSES

The Board of Education authorizes the reimbursement of professional personnel for travel expenses incurred as a requirement of their jobs. Reimbursement may be made for travel which is at the request of, or has received prior approval from, the Superintendent and said employee's immediate supervisor. Such reimbursement shall be at a rate as set by the Board in accordance with established procedures. Prior approval for all travel shall be obtained before any travel expenses can be incurred.

EDUCATIONAL EXPENSES

The Board recognizes that as the curriculum is expanded and new educational programs are added to the district schools, some members of the faculty may require additional education to be qualified to implement the new programs. The Board also recognizes the district's responsibility in sharing in the cost of this additional training under certain conditions. The criteria for reimbursement and expense elements allowed are as follows:

1. Mileage reimbursement will be made at the rate of thirty-seven (37) cents per map mile. The map mileage shall be counted from official station (Wynne) or from home, whichever is closer. Group travel will be utilized whenever practical and advantageous to the school.
2. Actual expenses of lodging will be reimbursed when common sense dictates the necessity for overnight accommodations. A hotel/motel receipt will be attached to the request for reimbursement. Reimbursement for lodging expenses will be made only in instances that have prior approval from the director.
3. Reimbursement for meals will be paid up to the following rates for in-state travel: (Please turn in actual amount spent.)

Hot Springs/Little Rock

Breakfast	\$ 8.00
Lunch	\$ 10.00
Dinner	\$ 16.00

Other Cities in AR

Breakfast	\$7.00
Lunch	\$9.00
Dinner	\$15.00

* For all other cities in the State, current amount allowed by the IRS is \$31.00 per day. Meal reimbursement not in line with the parameters of this policy is considered income by the IRS and must be reflected in the district's income statement for the employee receiving the reimbursement.

4. Reimbursement for meals will be paid up to the following rates for out-of-state travel: (Please turn in actual amount spent.)

Breakfast	\$ 10.00
Lunch	\$ 14.00
Dinner	\$ 20.00

5. All requests for expense reimbursement will be made on standard Wynne School "Travel Expense Reimbursement Forms" and will be approved by the superintendent.

Legal References:

Ark. Stat. Ann. 80-213, 80-219, 80-509

Cross Reference: Policy #7.12

