

BARNSTEAD SCHOOL DISTRICT
Employee Expense Reimbursement for Conferences or Workshops

All Employees are to comply with the following travel and conference expense reimbursement policies of the Barnstead School Board.

Travel – Automobile

The mileage allowance, in accordance with current IRS rates, will be based on the operational cost of a vehicle. Repair costs are not reimbursable whether they result from employee acts or acts of others. However, public transportation, shuttle service, taxi service, bridge, tunnel, toll, and parking charges are reimbursable. An accurate daily record of miles traveled is to be maintained. Upon completion of travel, mileage and expenses are to be submitted with original receipts to the SAU Business Administrator on the district Travel Report form.

Meals

An employee will be reimbursed for his or her daily meal when attending a conference that does not provide snacks and meals as follows:

Breakfast- \$ 7.00

Lunch- \$10.00

Dinner- \$20.00

Original receipts for all meals must accompany a properly completed Travel Report Form. Any costs beyond the rates allowed above will be the responsibility of the employee. Note: Alcohol is not reimbursable.

Travel Report Form

Travel expense reports must be properly completed and submitted to the SAU Business Administrator following the completion of traveled expenses and the reports must be supported by original receipts and submitted within 30 days of the conference.

Other

All other expenses must be approved prior to the conference or workshop date.

First Reading: (5/08/12)

Second Reading: (5/22/12)