

EMPLOYEE TRAVEL EXPENSE REIMBURSEMENT

Travel Reimbursement With prior approval of the Superintendent, employees may submit a claim for reimbursement of expenses incurred in performing the duties of their job. Mileage will be reimbursed at State of Oklahoma approved rate.

Meal reimbursement will be done on a per diem basis. Meal allowance will be paid at a rate of \$59/day for in-state travel requiring overnight stay. For out-of-state travel the meal allowance will be paid based upon Internal Revenue Service rates established for cities, counties, and states of travel. Reimbursement, both in-state and out-of-state, is set on a daily rate (paid out in 6-hour increments called quarters) based upon actual travel time. An agenda of the conference, meeting, or event must be attached to the claim form. Staff meals paid for through registration fees incurred by the district will be deducted from a per diem at the rate of one quarter per meal. No meal receipts will be required for meals; however, all other expenses must be claimed with a dated vendor identified, signed receipt

Statement of policy

Expenses incurred by individuals for travel on behalf of the technology center should be reimbursed by the technology center. Reimbursement to individuals should be made upon approval by the board of education after proper presentation of supporting documentation, as defined below.

Definitions

Terms used in this policy are defined as follows:

"Travel" means transportation arrangements made or incurred by car, airplane, train, bus or other means or hotel accommodations and meals, for the purposes of advancing the interests of the technology center. Travel may be within or without the technology center. Travel does not mean transportation to and from the employee's residence or abode to the technology center for employment.

"Employee" means any person employed by the technology center or a member of the board, acting in his or her capacity as a board member, on behalf of the technology center.

"Non-employee" travel and related expense reimbursement is limited to reimbursement of students and sponsors, engaged in approved technology center related activities. Expenses eligible for reimbursement are only those for necessary meal and lodging expenses. Students and sponsors seeking reimbursement must follow the procedures included in this policy or any reimbursement will be forfeited.

"Expenses" means any actual indebtedness incurred and paid by an individual employee on behalf of the technology center, for the benefit of the technology center or for the purpose of