

Lewis Center for Educational Research

**BP 3350: Business and Non-instructional Operations
Reimbursements, Travel, & Other Expenses**

Adopted: March 9, 2020

Revised:

The Lewis Center for Educational Research Board of Directors (“Board”) recognizes that organization employees may incur expenses in the course of performing their assigned duties and responsibilities. To ensure the prudent use of public funds, the President/Chief Executive Officer (“CEO”) or designee shall establish rules to keep such expenses to a minimum while affording Lewis Center for Educational Research (“LCER”) employees a reasonable level of safety and convenience.

The Board shall authorize payment for actual and necessary travel expenses incurred by any employee performing authorized services for the organization, whether within or outside organization boundaries.

Travel includes attendance at workshops, seminars, conventions, conferences or other meetings of interest to the organization.

If travel is necessary during the normal workday of the employee, and involves no cost to the organization other than employee salary and/or mileage within the county, the employees designated by the Supervisor or CEO for such purposes, may authorize travel, subject to other provisions of this policy.

Except by specific CEO approval, salary is not authorized for travel over and above the normal working day or days.

If travel is to involve costs to the organization other than mileage or the employee salary while absent from the work location, a LCER Training/Conference/Seminar Request shall be prepared by the employee and shall include a detailed cost estimate. Local travel, not requiring a LCER Training/Conference/Seminar Request, is only intended to include travel within the county, and only involving mileage and the employee's regular salary. All costs in conjunction with travel shall have been provided for in the school organization budget approved by the Board.

Reimbursable travel expenses may include, but are not limited to, meals, tips or gratuities, costs of transportation, parking fees, bridge or road tolls, lodging when organization business reasonably requires an overnight stay, registration fees for seminars and conferences, telephone and other communication expenses incurred on organization business, and other necessary incidental expenses.

The organization shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on organization-related business, personal use of an automobile and personal losses or traffic violation fees incurred while on organization business.

Except as otherwise provided, reimbursement of travel expenses shall be based on actual expenses as documented by original itemized receipts.