

**WELLS-OGUNQUIT COMMUNITY SCHOOL DISTRICT  
EXPENSE AUTHORIZATION AND REIMBURSEMENT  
ADMINISTRATIVE PROCEDURE**

This policy procedure shall apply to all District personnel and to members of the Wells-Ogunquit C.S.D. School Committee for reimbursement of expenses. This policy procedure shall be as follows:

- A. Personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved voucher and such supporting receipts as required by the administrator responsible for business affairs.
- B. Such expenses shall be approved and incurred in line with budgetary allocations for the specific type of expenses.
- C. Any travel involving an overnight stay shall be cleared with the Director of Finance & Human Resources at least 48 hours in advance of the trip.
- D. Air travel: Reimbursement is limited to coach/economy fares and must be substantiated by a receipt.
- E. Auto: When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the prevailing Internal Revenue Service allowed rates of reimbursement for business travel in effect July 1 of each year. When automobile rental is more cost-effective than other means of travel, the least expensive vehicle that will meet the purpose should be rented.
- F. Meals: Meal allowance shall be a maximum per diem rate of \$50 for overnight conferences and workshops. If lunch is not included in a day trip, the lunch reimbursement shall be at the maximum per diem rate of \$15. Receipts must be submitted for reimbursement and the amount shall be the lesser amount of actual cost or per diem rate.
- G. Other expenses: The following actual expenses incurred as a necessary part of approved travel may be claimed if substantiated by documentation.
  - 1. Parking fees
  - 2. Road toll charges
  - 3. Taxi or shuttle
  - 4. Gratuities not to exceed 20%
- H. Non-allowable expenses: The following expenses are not authorized for reimbursement:

1. Personal expenses such as laundry, valet services, clothing, toiletries, flowers, gifts, etc.
2. Cost of traveler's checks
3. Alcoholic beverages
4. Expenses for an employee's spouse or family
5. Side trips for personal reasons
6. Alternative modes of transportation for personal convenience
7. Entertainment, including pay-per-view or game expenses at hotels
8. Replacement of personal items due to loss or theft
9. Sales taxes

All non-authorized expenses are the responsibility of the staff member who incurred them.