

<p>SEVEN GENERATIONS CHARTER SCHOOL</p>	<p>SECTION: FINANCES</p> <p>TITLE: 626.1 – TRAVEL REIMBURSEMENT</p> <p>ADOPTED: 10 May 2016 (Procedures from 2009)</p> <p>REVISED:</p>
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<p>Policy</p>	<p>The Board of Trustees of Seven Generations Charter School (“Board”) shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to school business.</p>
<p>Delegation of Responsibility</p>	<p>The Board authorizes the Chief Executive Officer (CEO) or his/her designee to enforce the below procedures.</p>
<p>Administrative Procedures</p>	<p>OBJECTIVE</p> <p>To provide Seven Generations personnel with guidelines for the reimbursement of business expenses and to help control the cost of expenses incurred on behalf of the school.</p> <p>RESPONSIBILITY</p> <p>When incurring expenses that are not in accordance with these guidelines, the amounts will become the employee’s responsibility.</p> <p>PROCEDURES</p> <p>General</p> <p>Purchases for school related items are to be made under the school’s Procedures for Purchasing Materials in most circumstances. When this is not practical, Seven Generations will reimburse employees only for expenses incurred with the prior approval of the CEO or Business Manager. Employees are expected to exercise prudent business judgment in relation to all expenses that apply. Receipts must be submitted to receive a reimbursement. Estimated expenses are not reimbursable.</p> <p>Sales Tax Exemption</p> <p>If an employee is making a purchase themselves they should obtain a sales tax-exempt certificate from the Business Office first. Seven Generations will not be responsible to reimburse an employee for sales tax paid if a tax-exempt certificate has not been used.</p> <p>Expense Report Preparation</p>

Expense Reimbursement Reports must be prepared accurately or they will be returned to the employee for correction that may delay reimbursement. Reports should be completed in chronological order and receipts should be attached in the order that they have been recorded. Receipts must be attached to 8 1/2"x11" sheets of paper and the sheets must be stapled to the back of an Expense Reimbursement Report. Reports are to be submitted monthly, with employees to be reimbursed after the subsequent Board of Trustees meeting. Any expenses submitted for reimbursement that are more than thirty (30) days old may be denied reimbursement.

REIMBURSABLE TRAVEL EXPENSES

Auto Expenses

Parking and tolls will be reimbursed by the organization with receipts. Mileage will be reimbursed for the difference between the miles driven and normal commuting miles to the school. Mileage will be reimbursed subject to Internal Revenue Service (IRS) guidelines.

Air Travel

Any airline travel to school sponsored activities must be approved in advance by the CEO. Every effort should be made by both the employee and the school to find the lowest fares possible. The original airline ticket/confirmation must be submitted in order to receive reimbursement.

Buses, Trains, Taxis, etc.

When traveling on school business expenses will be reimbursed with submission of receipts. The dollar amount must be present on the receipts to be reimbursed.

Rental Cars

Approval for car rental must be received in advance from the CEO. Reservations should be made as far in advance as possible to obtain the best rates. The car rental agreement and receipt must be submitted for reimbursement.

Meals

When traveling overnight on school business, meals will be reimbursed at a maximum of \$35.00 per day per person with receipts unless otherwise approved by the CEO. Credit card or cash register receipts are required for reimbursement. Restaurant tear tabs are not acceptable.

Lodging

Seven Gen will only reimburse actual room costs for lodging. Other expenses incurred with overnight stays are subject to reimbursement approval by the CEO.

	<p>Telephone</p> <p>Seven Gen will not reimburse employees for any cell phone use while away on overnight travel.</p> <p>NON-REIMBURSABLE EXPENSES</p> <ol style="list-style-type: none"> 1. Commuting expenses 2. Traffic and parking violations incurred on school business 3. Insurance for airline flights or auto rentals 4. Gifts for employees or business contacts 5. Entertainment expenses incurred on school business 6. Alcoholic beverages <p>Any special circumstances causing a deviation from these procedures need to be approved in advance by the CEO.</p>
References	School Code – 24 P.S. Sec. 516.1, 517