

General Personnel

Expenses

Summary: Employees shall be reimbursed for expenses incurred to perform their duties and have been approved by the Superintendent

The Board of Education shall reimburse employees for expenses necessary for the performance of their duties, provided the expenses have been approved by the Superintendent or designee. If the anticipated expense amount exceeds budgeted amounts, prior Board approval is required.

Employees are expected to exercise the same care in incurring expenses for job-related duties as a prudent person would in spending personal funds.

Requests for expense reimbursement must be submitted in accordance with this policy and regulations adopted by the Board in Administrative Procedure 5:60-AP – *Reimbursement of Travel, Meal, and Lodging Expenses*. Expense reimbursement is not guaranteed and employees should seek pre-approval of expenses, except in situations when the expense is diminutive. An employee must return to the District any portion of an expense advance not used. Employees must submit to the Superintendent or designee an itemized, signed expense report showing the amount of actual expenses, attaching receipts to the expense report if possible. An employee submitting a bill for a group function should record participating persons' names on the receipt. Money shall not be advanced or reimbursed for: (1) the expenses of any person except an employee, or (2) anyone's personal expenses.

The Superintendent or his/her designee shall review the submitted expense reports for compliance with this policy and regulations adopted by the Board. If any expense report's compliance appears uncertain, the Superintendent or designee shall notify the employee who submitted the expense report. If the expense report seeks reimbursement of expenses for travel, meals, and lodging that exceed the maximum allowed under regulations adopted by the Board, or which compliance appears otherwise uncertain, the Superintendent or designee shall include a copy of the expense report in the monthly list of bills that is presented to the Board for approval or rejection, marked as an excess reimbursement request. Excess reimbursement or other uncertain compliance requests in excess of \$350 must be approved by roll call vote at an open meeting of the Board. Other expense reports shall be presented to the Board in its regular bill process.

LEGAL REF.: 105 ILCS 5/10-22.32, and
50 ILCS 150/___ (P.A. 99-0604)
CROSS REF.: Administrative Procedure 5:60-AP – Reimbursement of Travel,
Meal, and Lodging Expenses
ADOPTED: October 28, 2014
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