

PELHAM SCHOOL DISTRICT POLICY DKC - EXPENSE REIMBURSEMENTS

Category: Optional

Pelham School District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the District upon submission of a properly filled out and approved purchase requisition and such supporting receipts as required by the Business Administrator. Such expenses may be approved and incurred in line with budgetary allocations for the specific type of expense.

When official travel by personally owned vehicles has been authorized, mileage payment shall be made at the rate currently set by the Internal Revenue Service.

All travel outside New Hampshire must have the prior approval (written or electronic) of the Superintendent unless that travel is associated with a specific line item in the Board's approved budget, in which case the appropriate administrator must have approved in writing or electronically.

All expense reimbursement forms must be approved by the employee's supervisor and administrator. In the event that reimbursement is being made for multiple employees on a single receipt, the senior supervisor/administrator must expense that receipt. In no case shall an employee pay for expenses of his/her supervisor.

Employees whose responsibilities require regular purchases outside the purchase order process shall be provided a District procurement card (p-card). Any employee with an issued p-card shall not be reimbursed for any purchase unless such purchase is not allowed under the p-card procedures. Any employee who is offered a District p-card, but declines the issuance of a District p-card shall not be allowed reimbursement of any expenses authorized under the p-card procedures. Such purchases must be processed through the District's formal purchase order processing system.

All purchases for property and services made using federal funds are conducted in accordance with all applicable Federal and State laws and regulations, the Uniform Grant Guidance, and the District's written policies and procedures.

District Policy History:

Adopted: May 07, 2014

Revised: September 09, 2020