



RIVER VALLEY SCHOOL DISTRICT

660 West Daley Street

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Spring Green, Wisconsin 53588

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Phone: 608-588-2551

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Expense Reimbursements

District personnel and Board members who incur expenses (**Board member compensation**, enrollment fees, lodging, meals, **taxi, parking**, and mileage) in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed **and approved voucher form** and such supporting receipts as required by the Board and administration. Such expenses may be approved if they meet the following criteria:

- 1) Meal expenses: The actual cost for meals including taxes and tips will be allowed up to, but not in excess of, a total of \$25.00 per day. A request for meal reimbursement must be supported by **itemized receipts** ~~receipted copies~~ from the eating establishment(s). No reimbursement will be allowed for the cost of alcoholic beverages.
- 2) Taxi: Charges for taxis and air limousines are reimbursable. Claims in excess of \$5.00 per trip should be accompanied by an explanation.
- 3) Mileage: Will be reimbursed at the River Valley All Staff Employee Handbook rate.
- 4) Lodging: Individuals should seek accommodations that are in line with the average cost of a room in that community. These expenses must be supported by the original receipt. Employees must observe posted hotel checkout hours in order to avoid charges for the day of the departure.
- 5) Traveling with spouse: Travel expenses for the spouse are not reimbursable.

Board Expense Forms should be turned in within _____ days of expenses being incurred.

Mileage Log and Reimbursement Forms and itemized receipts should be turned in within _____ days of expenses being incurred.

LEGAL REF.: Sections 118.21 Wisconsin Statutes
118.24
120.10(4)
20.13(16) and (32)

CROSS REF.: River Valley All Staff Employee Handbook

APPROVED: July 13, 1989
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