



# 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/registration fees, lodging, meals, ground transportation, parking, and mileage) in carrying out their authorized duties shall be reimbursed by the district upon submission of a properly completed 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 cost of meals for employees and Board members only shall be reimbursed at the full cost of the meal, including tip, up to a maximum amount based on the U.S. General Services Administration guidelines. This maximum will be reviewed annually and provided to all district personnel by the Business Manager. Employees must provide itemized receipts to support claims for reimbursement for meals purchased. Receipts submitted for meals purchased for other individuals while conducting District business must note the name of the individual(s) and the reason for paying the meal cost. For meetings over the meal period, the reason for the meeting must also be indicated. Tips are limited to no more than a range of 15% to 20% of the total bill. District funds shall not be used for the purchase of alcoholic beverages.
- 2) Ground Transportation: The costs for ground transportation (taxi, bus, rental car) necessary for the employee to participate in school related business or attendance at a conference or workshop shall be reimbursed. Approval of a rental car at school district expenses must be given in advance by the District Administrator. Reasonable charges for taxi service (including standard tip not to exceed more than a range of 15% to 20%) are reimbursable. Receipts are required for reimbursement of transportation.
- 3) Mileage: Will be reimbursed as outlined in the River Valley All Staff Employee Handbook.
- 4) Lodging: Shall be paid at the rate no higher than that established for the hotel hosting the conference or convention but shall only cover the actual costs up to that amount. Housing for school business not related to a conference or convention with a headquarter hotel shall be reimbursed at the actual costs if the hotel reservations have been made through the school district, and costs should be in line with the average cost of a room in that community. The district shall reimburse or pay for the costs of school personnel. If additional costs are incurred by a spouse or family member sharing the room that will be at the employee's expense. No reimbursement shall be paid for housing/hotels or events within 60 miles of the District. Reimbursement for housing/hotels within 60 miles may be considered on a case- by-case basis, with pre-approval of the District Administrator or Designee.
- 5) Traveling with spouse: Travel expenses for the spouse are not reimbursable.

Board Expense Forms shall be turned in within 60 days of compensation being earned and expenses being incurred or payment/reimbursement will be forfeited.

Mileage Log and Reimbursement Forms and itemized receipts shall be turned in within 60 days of expenses being incurred or payment/reimbursement will be forfeited.

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

CROSS REF.: Policy 164 Board Member Compensation and Expenses  
River Valley All Staff Employee Handbook

Reference: U.S. General Services Administration, <https://www.gsa.gov/travel/plan-book/per-diem-rates>

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