

Travel Allowances and Expenses

The established purchase order system will be used whenever possible.

Travel Allowance Schedule

1. Travel paid using District funds will be according to state per diem.
2. Mileage Reimbursement:

Mileage shall be reimbursed as required by § 2-18-503, MCA.
3. Commercial Air Transportation: Will be reimbursed according to the least expensive class of service available. A receipt is required.
4. The following items will not be reimbursed:

Items for which personal receipts are required but are not provided: any personal expenses; telephone call charges; and alcoholic beverages.

Exceptions to the Travel Allowance Schedule

Exceptions to the travel allowance schedule will be applied under the following circumstances and situations:

1. The Superintendent of Schools specifically authorizes and approves the expenditures which exceed the allowance for travel expenses.

If an employee is supervising students or is required to attend the event, the district will reimburse the employee for lodging at the actual rate.

Credit Cards

ALL CREDIT CARD USE MUST BE PRE-APPROVED THROUGH THE BUSINESS OFFICE.

The school district business office will be responsible for obtaining and assigning the credit cards. The use of school district credit cards shall be authorized for specific purposes and only for expenses which are allowable under school policy and state law and only when the use of the purchase order system is not an option. Those purposes may include charges for school business meetings, travel expense allowances, and gasoline charges.

Credit cards which are the property of the school district may be used by authorized Trustees and employees for school district business only. Before payment will be made by the school district, the charges must be properly accounted for and documented, and approval made by the administrator with responsibility for the budget appropriations being used for the payment of the charges. School

district credit cards shall not be used for personal charges. Any improper personal charges are the employee's financial obligation.

The District Master/Visa Card will be used only when purchase orders and fuel cards are not accepted. The card must be requested in advance by the administrator with responsibility for the budget appropriations being used for the payment of the charges and returned to the business office at the end of the event. At the end of the trip, a detailed purchase order must be completed and attached to the receipt for proper approval before payment.

All credit cards (ATT, CONOCO, CFN, etc.) must be returned to the business office upon an employee's termination of employment or upon specific request of the Superintendent of Schools or the district clerk.

Adoption Date: 1/5/95

Revised: 12/4/97

Revised: 2/14/01

Revised: 10/23/03