

## Iosco Regional Educational Service Agency

### 6550 - TRAVEL PAYMENT & REIMBURSEMENT

Travel expenses incurred for official business travel on behalf of the Board of Education shall be limited to those expenses reasonably and necessarily incurred by the employee in the performance of a public purpose authorized, in advance, in accordance with administrative guidelines.

Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually. The Board shall establish mileage rates not exceeding the Federal IRS prescribed mileage rate.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

Unauthorized expenses include but are not limited to alcohol, movies, fines for traffic violations, and the entertainment/meals/lodging of spouses or guests.

Travel payment and reimbursement provided from Federal funds must be authorized in advance and must be reasonable and consistent with the District's travel policy and administrative guidelines.

All travel shall comply with the travel procedures and rates established in the administrative guidelines.

2 C.F.R. 200.474  
Revised 10/28/15

### 3440A - JOB-RELATED EXPENSES

Expenses which are incurred by professional staff members as a result of authorized travel in and outside of the District will be reimbursed to the extent provided for in these guidelines. Reimbursement is intended to provide for transportation, lodging, and food of reasonable and adequate quality. When traveling on school business, a professional staff member is expected to use the same care in incurring expenses that a prudent person would exercise if traveling on personal business.

#### Authorization

- A. Any expense paid for or reimbursed by the District for overnight travel must be approved by the Board or its designee prior to incurring the expense and after returning (see [Form 3440A F1](#)).
- B. Travel within or outside the District which does not involve overnight or out of state travel, is to be authorized by Superintendent.

#### Procedure

- A. Each request for travel or conference funds should detail the reasons for the expenditures and should not be labeled in broad general terms. (See [Form 3242 F1](#))
- B. Under normal conditions, officers, and professional staff members traveling on official business shall provide themselves with sufficient funds of their own for ordinary expenses.
- C. Travel should be by the most direct and economical route.
- D. All persons authorized to travel on official business should keep a memorandum and receipts of expenditures properly chargeable to the Board. Professional staff members might find it advantageous to charge as many expenditures as possible on credit cards. The itemized statement may serve as a receipt, with reimbursement available to pay the charges.

- E. In all instances of travel reimbursement, full itemization of expenditures is required.
- F. Those doing such traveling should be expected to exercise the same care in incurring expenses that they would in travel on personal business of their own. Excessive and unnecessary travel will not be approved or reimbursed.

## Reimbursement

- A. Reimbursement for travel, rooms, meals, and other meeting expenses shall be made, within budgetary constraints, at the current rates approved by the Board and on the basis of itemized expense accounts and submitted on [Form 3440A F1](#).
- B. Travel outside the School District will be reimbursed at the regular fare rate charged the general public by common carrier, unless travel by private conveyance is more economical, in which case mileage will be reimbursed at the IRS rate. (If staff members attend meetings as a group, the allowance will be made accordingly.) Taxi fare from home and conference destination to terminal and return is allowable with receipt.
- C. Mileage will be reimbursed at the current IRS approved rate.
- D. Lodging will be reimbursed at a reasonable per diem rate with receipts. The District's Professional Staff will be allocated \$50 per day for meals at a professional conference. If the conference provides meals, such as, breakfast and/or lunch, the allocation will be \$35 per day.

All claims must be supported by original receipted bills.

- E. Reimbursement for reasonable charges for tolls, lodging, parking, taxis, official telephone calls, and tips will be made upon presentation of supporting receipts.
- F. Registration fees, exclusive of personal dues, are reimbursable.
- G. Sales tax on hotel bills is not reimbursable.

Revised 3/7/07

## 3245 - TUITION REIMBURSEMENT

### Eligibility:

To be eligible to participate in the tuition reimbursement program, a professional employee must meet the following eligibility requirements.

### The employee must:

Be employed by the Iosco RESA in a position deemed to be of a continuing nature, i.e., temporary employees are not eligible. Employees on grant programs will be considered on an individual basis. Employees must be in a position budgeted at Full FTE. Part-time employees are not eligible.

New employees shall be eligible to participate in this program; however, they will not be eligible to receive payment (reimbursement for completed courses) until they have successfully completed an initial one-year probationary period.

### Qualifying Programs:

To qualify for reimbursement, courses must be either job related or be a part of an approved degree program that is job related and consistent with efforts to improve professionalism in instructional programs conducted by the Iosco RESA. Such programs must also be taken from an accredited school or university.

## **Non-Qualifying Programs:**

Programs that do not qualify for tuition reimbursement include the following: Continuing education courses required for maintenance of professional licenses. All Seminars and other programs that provide a certification of completion rather than college credits, ***except for bus driver recertification***. Courses for which the employee enrolled and began classes prior to employment with the Iosco RESA.

## **Maximum Reimbursement Rate:**

The maximum reimbursement rate is limited to 80% of the highest prevailing per credit hour tuition rate charges by Saginaw Valley State University. Because the tuition rate is subject to fluctuation, the maximum reimbursement rate will fluctuate accordingly. Employees may contact the Iosco RESA Personnel Director for the current maximum reimbursement rate.

## **Tuition Reimbursement Guidelines:**

Within the maximum reimbursement rate, reimbursement will be authorized as follows: Complete courses with a C or high grade. An employee will not be eligible for tuition reimbursement if they withdraw from an approved course or if the approved course is canceled. The employee is required to immediately notify the Personnel Director and their immediate supervisor if they withdraw from an approved course or if the course is canceled.

An employee will not receive tuition reimbursement if they terminate employment prior to completion of an approved course.

The employee will not be reimbursed for fees that are not related to the approved course, such as parking fees, activity fees and books. However, certain fees may be reimbursed if they are part of the cost of participating in an approved course, such as lab fees.

Tuition reimbursement shall not include reimbursement for books, meals or travel expenses.

## **Maximum Credit Hours:**

The Iosco RESA Board of Education will reimburse tuition as outlined in this policy for no more than 8 semester credit hours, or the equivalent, per employee per fiscal year. Exceptions to this maximum must be authorized by the Iosco RESA Board of Education; however, this provision could change in the future if sufficient funds become available. It is further the Policy of the Iosco RESA Board of Education that no employee should be enrolled for more than six semester hours, or the equivalent, per semester during the academic year.

## **Course Scheduling and Work Hours:**

An employee shall not use leave with pay to participate in any part of their course work. However, if an employee needs time off during normal working hours to participate in an approved course, it is recommended that the supervisor grant fair consideration to allowing the employee to charge the time off to accrued annual leave, accrued compensatory time, or leave without pay.

Under special circumstances, and with prior authorization from the Superintendent, the employee's supervisor may grant an employee a flexible work schedule in order for the employee to participate in an approved course. If approved for a flexible work schedule, employees who are not exempt from the Fair Labor Standards Act shall not work more than 40 hours during any workweek.

## **Iosco RESA Board of Education Approval**

The Iosco RESA Board of Education shall approve all matters relating to tuition reimbursement. The Superintendent will assess the course of study and/or courses to determine if the course of study and/or courses meet the expectation of this policy.

## **Application Process:**

An employee who wishes to participate in the tuition reimbursement program must complete an Application for Tuition Reimbursement form for each course of a non-course of study the employee wants to take in conjunction with this program. The employee may submit an endorsed Course of Study signed by an advisor from an accredited school, college or university. The employee's director must complete and sign the section titled "Appointing Authority." The employee shall then submit the application to the Superintendent for pre-approval screening and then be placement on the Board Agenda for approval by the Iosco RESA Board of Education at a regularly scheduled Board of Education Meeting. **Applications for Tuition Reimbursement must be submitted for pre-approval prior to enrolling in a course in order to be considered for reimbursement.**

The Superintendent, or designee, shall notify the employee of the Board of Education's decision by completing and signing the approval section of the application form and returning the signed application to the employee.

## **Reimbursement Process:**

Upon completion of an approved course, the employee must submit to the Superintendent; or designee, a copy of the previously approved Application for Tuition Reimbursement along with original evidence of grades, and original receipts or a verified statement showing payment of tuition. Receipts must clearly indicate the name of the college or university attended by the employee, identified the course(s), and show that the tuition was "paid". Reimbursement will be delayed until an appropriate receipt is received.

The Superintendent shall determine the amount approved for reimbursement to the employee, if any, and complete and sign the reimbursement section on the "Application for Tuition Reimbursement" form. If approved, a copy of the signed application shall be forwarded to the Iosco RESA Business Office for payment as soon as possible following approval. A copy of the completed and signed application shall also be provided to the employee. A copy of all documentation will be provided to the Iosco RESA Board of Education.

Approved 4/03