BLUFFVIEW MONTESSORI SCHOOL
POLICY 706 TRAVEL AND EXPENSE REIMBURSEMENT

I. PURPOSE
The purpose of this policy is to ensure that adequate cost controls are in place, travel and other expenditures are appropriate, and to provide a uniform and consistent approach for timely reimbursement of authorized expenses incurred by personnel.

II. GENERAL STATEMENT OF POLICY
The Bluffview Montessori School Board of Directors recognizes that board members or employees of Bluffview Montessori School may be required to travel or incur other expenses from time to time. It is the policy of Bluffview Montessori School to reimburse only reasonable and necessary expenses actually incurred by personnel. Income tax regulations provide that an arrangement between an employee and employer must meet the requirements of business connection, substantiation, and return of excess payments in order to be considered a reimbursement.

III. GUIDELINES

A. EXPENSE REIMBURSEMENTS
1. Expenses in excess of $50
   a. Requires approval in advance.
   b. Complete a requisition form and submit to administration for approval.
   c. A receipt is required for reimbursement.
   d. Receipts with tax paid will not be accepted.

2. Expenses less than $50
   a. These expenses can be paid from petty cash. See Policy 705.
   b. Petty cash transactions should be completed within one working day.
   c. Receipts are required for reimbursement.
   d. Receipts with tax paid will not be accepted.

B. GENERAL TRAVEL REQUIREMENTS
1. Air Travel
   a. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares.
   b. Personnel traveling on behalf of Bluffview Montessori School may accept and retain frequent flyer miles and compensation for denied boarding for personal use. Individuals may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available.
2. Lodging
   a. Personnel traveling on behalf of Bluffview Montessori School may be reimbursed at the single room rate for the reasonable cost of accommodations. Convenience and cost of staying in proximity to other venues on the itinerary shall be considered. Personnel shall make use of available discount rates whenever possible.

3. Personal Vehicle Expense
   a. Reimbursement for required travel in a personal vehicle will be made at the greater of 30 cents per mile or 70% of the standard mileage rate for business as set by the Internal Revenue Service business auto use rate. Change in rate will be effective at the beginning of the quarter following notification of a change by the IRS.
   b. A reimbursement form for personal vehicle expense should be used to claim expense for required travel in a personal vehicle.
   c. The form must include a description of the travel and the recorded miles traveled.
   d. Submit reimbursement form within 30 days of travel.

1627406848. Reimbursement for required travel in a personal vehicle will be made at the greater of 30 cents per mile or 70% of the standard mileage rate for business as set by the Internal Revenue Service business auto use rate. Change in rate will be effective at the beginning of the quarter following notification of a change by the IRS.
1627406849. A reimbursement form for personal vehicle expense should be used to claim expense for required travel in a personal vehicle.
1627406850. The form must include a description of the travel and the recorded miles traveled.
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