

TUHSD EMPLOYEE REIMBURSEMENT GUIDELINES

Purpose: To provide guidance and clarity, to all TUHSD employees, on reimbursement policies to ensure timely processing while using our limited District resources most efficiently.

IMPORTANT PURCHASING GUIDELINES:

- **All purchases require preapproval of the Site Administration or Director (BP 3314)**
- Items that can be obtained from the district/school (i.e. typical office supplies) should not be purchased directly by employees (these items are easily available through normal purchasing guidelines).
- Purchases must be made with a lawful vendor – not an individual (i.e. craigslist or eBay)
- Employees must not purchase computer equipment, electronics, furniture or other equipment. These items must be processed through the normal purchasing guidelines to ensure the items are compatible with our network, follow all State Laws regarding fire safety, etc.
- Items purchased must not require installation, service or maintenance contracts.
- Allowable expenses include supplementary instructional materials and classroom supplies not typically kept in inventory by the district.
- Reimbursed items should be inexpensive sundry items under \$500.
- All receipts **MUST** be submitted within 60 days of the date on the receipt

THE REIMBURSEMENT PROCESS SHALL **NOT** BE USED FOR THE FOLLOWING:

- ✓ Consultants, Lecturers or Presenters
- ✓ Contract Payments
- ✓ Direct payments to vendors
- ✓ Employee Advances
- ✓ Warranty, Service or Lease Agreements
- ✓ Janitorial or cleaning supplies
- ✓ Gift card purchases for any reason

REIMBURSEMENT PROCEDURES

- ✓ Site Administration or Director must approve purchase in advance.
- ✓ Purchase the item(s)
 - Any items that will be delivered must be delivered to your site (not home residence)
- ✓ Complete a reimbursement form and attach all back up documentation, including, where appropriate:
 - Original, itemized receipts
 - Invoices that show “Paid in Full”
 - Email correspondence with Vendor
 - Packing slips
- ✓ All receipts must be taped (please no staples) to an 8 ½ x 11 piece of paper with the entire receipt visible and readable.
- ✓ Turn completed reimbursement packet into your Budget Secretary (where appropriate)
- ✓ The Budget Secretaries are responsible for:
 - Coding the expense to the correct account string (you are responsible for knowing what department budget is covering your expenses)
 - Checking over the packet for any anomalies
 - Presenting the packet to the Site Administration/Director for approval
 - Submitting the packet to the Business Office

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Non-cabinet employees and Board Trustees may be reimbursed for purchases made in accordance with District procedures and Board Policy. Individuals who are not District employees may not be reimbursed (i.e. parents, volunteers, students).

District reimbursement of employee purchases is not guaranteed. Reimbursement requests will be rejected and returned for various reasons including, but not limited to:

- ✓ Lack of prior approval
- ✓ Purchases deemed inappropriate or excessive
- ✓ Lack of available funds
- ✓ Correct procedures not followed

MEALS (CONFERENCE/DISTRICT TRAVEL) (AR 3350)

TUHSD allows for daily meal reimbursements up to 120% of the Federal per diem allowance as set by the Federal Travel Regulation. All original receipts, including itemized receipts, are required for a meal reimbursement. No substitution of receipts is allowed, unless a Lost Receipt Form is included with the reimbursement claim. Reimbursements accompanied by a Lost Receipt Form shall be reimbursed up to the Federal per diem amount (i.e. not 120%). Gratuities are included within the allowance for meal reimbursement. *Expenses for alcoholic beverages shall not be reimbursed, in accordance with board policy*

If daily meals exceed the allowance, the claimant has the option of claiming the allowance amount, or requesting reimbursement of the actual higher amount with a short statement of justification attached to the reimbursement claim. This claim will be subject to approval by the site/department and business office.

Meal reimbursements are for the individual employee traveling. If multiple employees have a meal together while on a district function, they should obtain separate checks.

Federal Rates:

As needed, the district Business Office will distribute a memo to staff with new rates as defined by the Federal government. Staff can also contact the district Business Office to verify rates. The current Federal Per Diem Rate for meals is \$61.00

MILEAGE

If, in the course of performing regular duties of an employee's position, an employee must use their own car to perform those duties, that employee can be paid mileage for that travel. The District does not reimburse gas receipts unless they are for a rental vehicle being used for a District event.

Examples of approved travel:

- Driving to a conference in the East Bay
- Driving to the Post Office for an emergency mailing

Examples of unapproved travel:

- Driving to a conference where the cost of a flight is lower than the cost of reimbursement.
- Driving to Dollar Tree to pick up supplies

Mileage rates are set by the federal government and updated yearly. For current rates, contact your Budget Secretary.