

**Southwest Detroit Community School**  
**Expense Reimbursement and Travel Expense Reports Policy**

SWDCS reimburses certain business related expenses in accordance with the guidelines stated below. These guidelines may be updated from time-to-time.

**A. Particular Expenses Covered and Not Covered**

The team member *will* be reimbursed for the following expenses, when incurred in relation to business and approved in advance by his/her supervisor.

1. Car mileage, in accordance with the current IRS rates. Car mileage is an allowed expense if the business travel is in addition to the daily commute the team member makes in order to report to their assigned work place.
2. Transportation such as airline tickets, train ticket, taxis, or rental cars (see note below)
3. Lodging (see note below)
4. Meals and tips (to be reimbursed in accordance with the Per Diem Meal provisions shown below)
5. Office supplies
6. Long distance telephone charges, as needed for business-related calls. Team members are asked to use the least expensive form of communication, such as company issued phones.
7. Internet connection charges, as needed for business. Team members are asked to use least expensive means, such as accessing Internet through a school computer or free service at a local coffee shop.

The Company *will not* reimburse team members for the following expenses:

1. Personal travel insurance
2. Personal reading materials
3. Luggage
4. Day care services (for children or animals)
5. Personal grooming services and supplies
6. Dry cleaning or laundry services
7. Expenses incurred by spouses, children, or relatives
8. In-room movies or video games
9. School supplies or other school operational expenses unless prior written permission in the form of a signed requisition

*Please check with your supervisor regarding any expenses not listed above. Other expenses not listed above will not be reimbursed unless you receive prior written approval from the company.*

**B. Per Diem Meal Allowance**

1. Meal per Diem allowances are determined by the traveler's destination.
2. Reimbursement will not be allowed for per diem or other subsistence expenses incurred on the premises of a traveler's own residence or other non-commercial establishment.
3. A traveler shall be allowed reimbursement for meals in accordance with these rules not to exceed the per diem allowance rates. When a traveler is entitled to a full day's allowance, the amount expended for any particular meal is left to the discretion of the individual, but the total for all meals in one day shall not exceed

- the maximum per diem allowance. If reimbursement claimed is within the rates state below, receipt for meals are not required.
4. Partial day per diem meal allowances: Allowances for individual meals for travel that is less than a full 24-hour day will be based on the following:
    - a) Breakfast: Is reimbursable when travel commences prior to 7 a.m.
    - b) Lunch: Is reimbursable if travel commences on or before 11 a.m. and ends at or after 5 p.m., and the travel destination is 35 miles or more from his/her usual place of work or residence.
    - c) Dinner: Is reimbursable when travel extends to 8 p.m. or beyond or when the traveler leaves for overnight travel on or before 6 p.m.
  5. Per Diem Allowance: IRS Guidelines will be utilized.
  6. Meals Provided: Whenever meals are provided at no additional cost to the traveler (including meals on planes and meal included in conference registration fees), the traveler shall not be entitled to any meal allowance for those particular meals. If circumstances, such as unique dietary needs, make it necessary to forego the provided meal, then the traveler may claim up to the maximum meal allowance. In this case, a receipt and written explanation are necessary. A traveler who is required to buy a meal, in excess of the particular meal allowance at a conference or meeting, may be reimbursed actual expenses provided a receipt (or brochure) and approved explanation are submitted.

### **C. Claiming Reimbursement**

You must use the reimbursement form, and it must be completed fully and properly. Original receipts must be attached to the expense report. With the exception of amount for Per Diem Meals and tips, receipts must be attached. Submit reimbursement request to accounting and a check will be written.

### **D. Guidelines**

We are a nonprofit organization. As such, we aim to minimize our expenses. We ask that team members remember this when planning their travel. Although we insist our team members be safe and comfortable when traveling, we are confident this can be done while keeping expenses reasonable.

1. Unless traveling as part of a group, all staff must plan his/her own travel with approval from the Principal.
2. All travel requests must include a signed PO with the travel section filled out.
3. Please use the United States Postal Service whenever possible.
4. For business travel in your car, you will be reimbursed at the mileage rate established by the IRS. In addition, you will be reimbursed for appropriate parking fees and tolls. You will not be reimbursed for fuel, maintenance, traffic, or parking violations.
5. We always fly coach class with the lowest available airfare.