



Ecorse Public Schools
27225 West Outer Drive
Ecorse, MI 48229
(313) 294-4750
(313) 294-4769 (fax)
ecorsek12.org

Thomas E. Parker, Superintendent

Employee Expense Reimbursement Policy

Purpose

Ecorse Board of Education recognizes that Ecorse Public School's staff will incur expenses on behalf of the District. It is Ecorse Public School's policy to reimburse reasonable and necessary expenses actually incurred by staff. This document outlines cost controls and appropriate expenditures and provides a consistent procedure for timely reimbursement.

When incurring business expenses, Ecorse Public Schools staff should:

- Exercise discretion and good business judgment.
- Be cost conscious and spend money carefully.
- Report expenses with documentation.

Expense Report

Expenses will be reimbursed based on a written Expense Report submitted within four weeks. It should include:

- The individual's name
- The date, origin, and purpose of each expense. If travel-related, destination and purpose of the trip, including a description of each organization-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct Ecorse Public Schools business).
- An itemized list of all expenses for which reimbursement is requested. This should include the following:
 - date and place of expense
 - description
 - name and title of those entertained (if applicable)
 - purpose of expense
 - vendor receipts



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Receipts

Receipts are required for all expenditures billed directly to Ecorse Public Schools, such as airfare and vendor charges. No expense in excess of \$25 will be reimbursed to the staff unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

General Travel Requirements

Necessity of Travel. The person authorizing the travel should consider the costs and benefits of every trip. Less expensive alternatives, such as participation by telephone or video/web conferencing, or the availability of local programs or training opportunities, should also be considered.

Travel within a two-hour drive or 150 mile radius from starting point (Home or Ecorse Public Schools), whichever is less, does not require a hotel. The exceptions to this rules are:

- If severe weather predictions will cause travel to be unsafe
- Pre-approved by Superintendent or Ecorse Board of Education

Arraignments should be made for participants to arrive on time to all conferences.

Personal and Spousal Travel Expenses. Individuals traveling on behalf of Ecorse Public Schools may incorporate personal travel or business with company-related trips. These arrangements must be pre-approved by the Superintendent and comply with Ecorse Public School's Vacation Policy. The staff should not arrange such trips based solely on personal travel plans. Additional expenses incurred as a result of personal travel, including but not limited to extra nights, additional stopovers, meals, and transportation, are the sole responsibility of the individual and will not be reimbursed by Ecorse Public Schools. Expenses for a staff member's family or friends will not be reimbursed by Ecorse Public Schools.

Air Travel

General. Air travel reservations should be made in advance to take advantage of reduced fares. Reservations within 14 days of travel must be approved in advance by the Ecorse Public Schools Superintendent. Airfare should be booked in economy class.

Frequent Flyer Miles and Compensation for Denied Boarding. Personnel traveling on behalf of Ecorse Public Schools 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



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miles if comparable, less expensive fares are available on another airline. Staff are encouraged to take advantage of discount travel brokers to compare airline prices prior to the purchase of a ticket.

Lodging

Personnel traveling on behalf of Ecorse Public Schools may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, safety, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Personnel shall make use of available corporate and discount rates for hotels. When lodging accommodations have been arranged by Ecorse Public Schools and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by Ecorse Public Schools. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.

Out-Of-Town Meals

Personnel traveling on behalf of Ecorse Public Schools are reimbursed for the reasonable and actual costs of meals (including tips). The Per-diem is \$35 per day, including the day of travel.

Ground Transportation

Employees are expected to use ground transportation that is safe and cost-effective, such as:

Courtesy Vehicles. When available, staff should take advantage of this free service offered by hotels. Another alternative may be a shuttle or bus.

Taxis. When courtesy vehicles are not available, a taxi is often the next most economical and convenient form of transportation.

Uber. When courtesy vehicles are not available, Uber is also an economical and convenient form of transportation.

Rental Cars. Car rentals are usually expensive, so other forms of transportation should be considered when practical and cost-effective. Employees will usually be allowed to rent a car while out of town provided that the cost is less than alternative methods of transportation.



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Parking/Tolls/Mileage

Parking and toll expenses, including charges for hotel parking, incurred by staff traveling on organization business will be reimbursed. On-airport parking is permitted for short business trips. For extended trips, staff should use off-airport facilities. Mileage reimbursement must be approved in advance by the Ecorse Public Schools Superintendent. Mapquest and other mileage calculation information can be used to determine the number of miles from point of origin to destination. This information should be used to record and submit to Ecorse Public Schools for reimbursement. Reimbursement will be given at the current Internal Revenue Service per mile rate as indicated on their website (www.irs.gov).

Other Expenses

Reasonable business-related telephone, Internet, and fax charges due to absence of staff from the individual's place of business are reimbursable. However, staff are encouraged to use personal cell phone in lieu of the hotel room phone as a means of curtailing travel expenses. In addition, reasonable and necessary gratuities that are not covered under meals may be reimbursed.

Ecorse Public Schools maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by Ecorse Public Schools. In effect, the Superintendent and or the Ecorse Board of Education reserves the right to decline any such inappropriate expense.