

Grand Rapids Child Discovery Center (GRCDC) Expense Reimbursement Policy

REIMBURSEMENT FOR SCHOOL BUSINESS

A. Reimbursement Policy for Employees

The Board may pay the actual and necessary expenses incurred by GRCDC employees in the discharge of official duties or in the performance of functions authorized by the Board. The Board recognizes the value of membership in professional organizations and attendance at conferences and meetings at local, county, state and national levels. GRCDC will reimburse staff members for membership dues and the necessary expenses incurred in attending conferences or meetings, including travel expenses, subject to the prior approval of the Superintendent or his/her designee.

B. Reimbursement Policy for Board Members

Expenses of a Board member shall be reimbursed when incurred in the performance of his/her duties or in the performance of functions authorized by the Board and duly vouchered.

The following guidelines have been established by the Board of Education to ensure appropriate and proper reimbursement of expenses for Board members.

- Expenses will be reimbursed only for activities authorized by the Board.
- Reimbursement for mileage will not exceed the current rate established by the Internal Revenue Service.
- Attendance at Board-approved conferences should be at the location closest to the District.
- When attending a Board-approved conference, all reasonable expenses related to parking, mileage, and housing will be reimbursed.
- No entertainment expenses or purchases of alcoholic beverages are reimbursable. A conference reimbursement and itemized receipts must be submitted to the Board for approval at a Board meeting after the expenses have been incurred and prior to reimbursement.

All reimbursement requests must be submitted within 60 days of the date the expense was incurred, unless otherwise approved by the Superintendent.