

671.1 EXPENSE REIMBURSEMENT

The Board will reimburse school district authorized travel costs, including transportation, lodging and registration materials/fees, in accordance with established guidelines.

Meal costs are not a reimbursable expense and will NOT be paid by the District with the following exceptions:

1. Meals that are part of a conference or workshop where the cost is included as part of the registration fee.

The Board will reimburse mileage, both within and outside district boundaries, for employees required to use their personal vehicles in the fulfillment of assigned duties. The established mileage rate will be applicable to secretarial, clerical, and aide employees, custodial employees, full-time secretarial employees, psychologists, nurses, special employees, teachers, and administrators.

The mileage rate paid to employees for travel to destinations outside the district boundaries will be 40 cents. The mileage rate paid to employees for travel within the district boundaries will be the rate established and as changed from time to time by the IRS for automobile mileage reimbursement.

LEGAL REF.: Sections 118.21(1) Wisconsin Statutes
 118.24(5)
 120.10(4)
 120.13(16), (32)
 120.44

CROSS REF.: WREA Agreement
 AFL-CIO Local 1075 Agreements (Lunch, Custodians and Maintenance)
 AFL-CIO Local 95 Agreement (Office and Professional Employees)
 WRPS Substitute Teachers' Agreement

APPROVED: July, 1981

REVISED: April, 1986
 December 12, 1988
 July 9, 1990
 November 1996
 January 14, 2002
 November 11, 2002
 July 12, 2010