

## CAU Policy Expense Reimbursement

### Statement of Purpose and Responsibilities:

It is CAU policy to reimburse employees for ordinary, necessary, and reasonable expenses when directly related to the transaction of school business. Employees are expected to exercise prudent business judgment regarding expenses covered by this policy. Employees are responsible for complying with this policy. Expenses submitted that do not comply with this policy risk delayed, partial, or forfeited reimbursement.

### Timeline for Submission:

The best practice is to submit the expense report every 30 days. Expenses more than 90 days old will not be reimbursed. During fiscal year end (June 30<sup>th</sup> of each year), expense reports must be submitted by June 10<sup>th</sup> for the school to capture and process all reports by June 30<sup>th</sup>. When submitting the expense report, attachment file names must match the line-item description. *See below for the documentation required for each expense type.*

### Approvals/Methods of Reimbursement:

Your manager and the Executive Director must approve all expense reimbursements. The Business Department is responsible to ensure the following:

- (1) Expenses reported are proper and reimbursable under the policy.
- (2) The expense report has been filled out accurately and has the require documentation.
- (3) The expenses are reasonable and necessary.

All reimbursements must be processed through NetSuite and reimbursement will be issued via direct deposit or check. Refer to the NetSuite Expense Report Quick Reference Guide (QRG) for directions regarding expense report submission.

### Reimbursable Expenses:

The following are reimbursable expenses assuming they comply with this policy:

### New Employee Initial Home Office Set-up:

The school will provide employees with a computer, mouse, printer, 2<sup>nd</sup> monitor and power cord.

### Miscellaneous Purchases:

- Miscellaneous supplies:
  - Expenses under \$25.00 must be pre-approved, in writing, by the employee's manager.
  - Expenses exceeding \$25.00 must be pre-approved, in writing, by the Executive Director.
- NetSuite Documentation: Along with itemized receipt(s), approval email must be uploaded to expense report submission.
- CAU will not reimburse for furniture or other equipment expenses (such as phones, additional monitors, file cabinets, extension cords, computer cables, modems, routers, desks, chairs, etc.).
- Staff will not be reimbursed for supplies they purchase personally. Supplies are provided yearly to all home-based employees through Staples.

### Travel Expenses:

The following items will be reimbursed when attending school sponsored or required events. Please choose the most cost-effective method of travel available when making travel arrangements.

- **Air Travel:** All employees are expected to travel coach class and acquire the lowest airline fare possible. When traveling to all-staff events such as conferences, airline travel must be approved in advance by the Executive

Director and preapproval should be included in expense report documentation. Seat upgrade is not eligible for reimbursement.

**Lodging:** Accommodations will be reimbursed when traveling 90 miles or more one-way up to \$200 per night. Prudent judgment should be used when selecting a hotel. Nightly hotel rates over \$200 require prior authorization from the Executive Director.

When traveling for professional development or staff meetings, room blocks will be secured, when possible, for large events.

For travel during preapproved training or in-person testing assignments, staff will reserve hotels near the location.

*If you have a special circumstance and need a hotel but are less than 90 miles one way, contact your direct supervisor for approval.*

- **Car Rental:** All car rentals require prior authorization from Executive Director. Unless directed otherwise, reservations must be made for a compact vehicle. Occasionally a mid-size vehicle may be appropriate when more than one employee will be using the vehicle and in a small number of other circumstances. *It is not necessary to purchase additional insurance coverage for domestic travel because the school's insurance will apply.* Employees are expected to refuel rental cars prior to returning them to the rental agency to avoid their excessive price for gasoline. Do not use the prepaid gas option.
- **Meals:** Meals will be reimbursed when attending school-sponsored events, up to the amounts listed in the chart below, *including tips and tax.* Reimbursement amounts cannot be combined and reallocated or used as a total per-diem rate. Reimbursement is not provided for alcoholic beverages. Itemized receipts **must** be included for reimbursement. Meal reimbursement is provided only to employees eligible for overnight stays.

Maximum meal reimbursements:

Breakfast	\$15
Lunch	\$15
Dinner	\$23

- **Mileage:** Mileage under 30 miles (one way) will not be reimbursed. Mileage over 30 miles (one way) will be reimbursed at the standard IRS rate of \$0.65 per mile. A Google Maps or Map Quest travel route with the starting point, destination, and total mileage must be included for reimbursement. Mileage reimbursement for professional development and conferences must include documentation of attendance. Carpooling is encouraged.

**Teaching Certificates and Fingerprint Cards:** Maintaining a valid teaching certificate and fingerprint card are conditions of employment at CAU. As such, related expenses are a regular part of continued employment and will not be reimbursed.