



EXPENSE REIMBURSEMENT POLICY

BP 3350
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The School's policy is to reimburse its employees for all reasonable and necessary expenditures or losses incurred as a direct consequence of the discharge of their duties. School employees will receive stipends as categorized below.

TRANSPORTATION & TRAVEL

The travel stipends are intended to reimburse those employees for vehicle-related expenses, including gasoline, wear and tear, personal auto insurance, and any alternative transportation for travel required in direct consequence of the discharge of their job duties. The School will not be responsible for traffic or parking violations.

If an employee believes the stipend amount is insufficient to cover their employment related travel expenses, the employee must provide the School with receipts and documentation showing that the employee has incurred expenses above their stipend amount. Employees are responsible for maintaining an accounting of their mileage. Employees who believe they will exceed the standard stipend should submit for pre-approval from the Executive Director or designee. The School may periodically request follow-up documentation to verify that the employee is incurring the expense.

CATEGORY 1:

Expected to use their personal vehicles during the course and scope of their employment. As such, the School provides:

- \$600 stipend each semester to cover costs related to the use of personal vehicles or alternative means of travel i.e bus pass, Uber, Lyft, etc
 - Nurses
 - ITAs serving areas that are over 2 hours away
- \$500 stipend per semester to cover costs related to the use of personal vehicles or alternative means of travel i.e bus pass, Uber, Lyft, etc
 - All Full-time (in-area only) HSTs, ITAs
- \$250 stipend per semester to cover costs related to the use of personal vehicles or alternative means of travel i.e bus pass, Uber, Lyft, etc
 - Part-time & Out of Area HSTs
 - *Flights and mileage from the staff member's home location to Sacramento are not reimbursable per the staff employment agreement.*
 - Teachers with in-person requirements i.e. CTE Art Teachers
 - Certificated staff with occasional in-person job requirements (as approved by the Executive Director)

The School will pay the per semester stipend in a prorated manner once per pay period over the length of the semester/year (Aug 1st-May 31 totaling 10 months/ 20 pay periods). If an employee's employment terminates before the end of any month, the

stipend will be prorated to reflect the employee's dates of employment.

CATEGORY 2:

Expected to use their personal vehicles during the course and scope of their employment.

As such, the School provides:

- \$600 stipend each semester to cover costs related to the use of personal vehicles or alternative means of travel i.e bus pass, Uber, Lyft, etc
 - Family Liaisons
- \$250 stipend each semester to cover costs related to the use of personal vehicles or alternative means of travel i.e bus pass, Uber, Lyft, etc
 - Field Trip Specialists
 - F/T Classified staff with occasional in-person job requirements (as approved by the Executive Director)

The School will pay the per semester stipend in a prorated manner once per pay period over the length of the semester/year (July 1st-June 30), totaling 12 months/ 24 pay periods. If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

Travel for School Conferences & Mandatory In-Person Events:

If the School requires any other employee separate from those listed above and receiving a stipend to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a reimbursement payment from the School for mileage expenses incurred after submitting an expense reimbursement form as set forth below. For those employees who are assigned to a worksite, the employee will receive a reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite.

Employees will be paid for mileage reimbursement at the per-mile rate amount designated by the Federal Internal Revenue Service at the time the miles are driven on behalf of the School. Employees are required to accurately submit a report of miles driven on behalf of the School within 30 days of incurring the mileage. A map showing the shortest distance is required. The School reimburses based on the shortest distance to the destination.

If any employee believes that the mileage reimbursement that he or she receives from the

School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to their Executive Director or designee for review and approval, then submit it to the Accounting Department. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

Non-School Conference Airfare & Transportation:

An employee can seek airfare and/or transportation reimbursement for (non-school) conferences located outside of Sacramento, CA, based on the following:

1. Gained prior Executive Director or designee's approval to attend a multi-day non-school conference
2. Gained prior Executive Director or designee's approval for airfare and/or transportation

Conference airfare includes:

- a. A round-trip airfare ticket to the approved conference from Sacramento, CA or
- b. The amount of airfare reimbursement will match the cost of a round-trip ticket from Sacramento to the conference location

Conference transportation includes

- a. Round-trip travel from the airport to the conference
- b. Travel from the conference to the hotel
- c. Transportation reimbursement includes Lyft, Uber, or Rideshare
- d. Rental Cars are not a covered reimbursable expense. If a car rental is necessary the Charter School will rent the car with prior pre-approval. Gas and insurance are not reimbursable expenses.

HOTELS, MEALS, AND GRATUITY

The Executive Director or designee must pre-approve all out-of-town travel which requires overnight stays.

Hotels

Employees will be reimbursed for pre-approved overnight stays at hotels/motels when the approved event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Executive Director or designee. In the event travel cannot occur within the employee's daily working hours, the employee may seek approval from the Executive Director or designee to request a hotel stay. For travel that

requires overnight stays, the Charter will pay for the employee’s hotel stay. The hotel stay must be approved through the Charter’s Request and Approval process. The Executive Director or designee will secure the accommodations unless reimbursement has been approved. In general, accommodations will be \$100 - \$150 per night.

- Staff may stay at the rate of up to two times the federal per diem rate with the Executive Director or designee’s pre-approval
- Lodging in excess of double the per diem rate (excluding room tax and mandatory additional charges) must have the Executive Director or designee’s advance approval
- If any employee exceeds the lodging allowance without prior approval, the Charter will only reimburse up to double the federal per diem rate

Meals

An employee can seek meal reimbursement based on the following:

- Gained prior Executive Director or designee’s approval to attend a multi-day conference
- Meal reimbursement is not for single-day conferences or meetings
- Meal reimbursement starts on the second day of the conference and is paid daily through the last day of the trip
- Meal reimbursement cannot be claimed when the conference or airline provided a meal*

Meal Allowance

Meal reimbursements shall not exceed the allowed maximum rate listed in the reimbursement meal rates table listed herein. Meals for which there are no itemized receipts will not be reimbursed; there are no exceptions.

Items needed for Upload:

- Itemized receipts for meal reimbursements are required.
- Alcoholic beverages are not an allowable expense.

Reimbursement Meal Rates Table:

Maximum Meal Criteria for claiming meal expenses are as follows, along with maximum meal reimbursement amounts, including applicable taxes, and tips up to 18% of the meal total.	
Breakfast*	\$18
Lunch*	\$20
Dinner*	\$25

*Note: Full meals included in the airfare, hotel, and conference fees, or otherwise provided may not also be claimed for reimbursement. The same meal may not be claimed more than once on any date (this occurs, for example, when lunch is included in registration but employees choose to dine elsewhere). Continental breakfasts of rolls, coffee, and juice provided by hotels or conferences are not considered full meals. If the employee has special dietary needs due to medical conditions or food allergies, and meal accommodations are not provided by the hotel or conference, reimbursement may be submitted with an explanation.

Gratuity

Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

REIMBURSEMENT PROCESS

In order to be eligible for reimbursement employees must follow the procedures noted below:

1. Receive pre-approval from your Executive Director or designee
2. Please utilize the Reimbursement Request Form
3. Complete the employee information section
4. Mileage reimbursement
 - a. Date, student or activity, mileage
 - i. Only fill out the mileage that you are requesting reimbursement for
 - b. Attach your mileage log
 - c. Attach Google or other web-based map(s) with the shortest distance
5. Expense reimbursement
 - a. Date, purchase type, description, and cost
 - b. Attach your itemized receipts
 - c. Attach your pre-approval email
6. Confirm your submission
7. Sign your reimbursement
8. The Executive Director or designee will review your submission
 - a. Once approved, your reimbursement will move to Accounts Payable to be processed for payment.
 - b. You will be reimbursed in the form of a check or direct deposit, whichever method you have signed up for. If you receive paper checks, your check will be mailed to you by Charter Impact.

STIPEND FOR PERSONAL CELL PHONES, INTERNET, AND UTILITIES EXPENSES

Employees who are required to use their personal cell phones, internet, and utilities to perform work on behalf of the School will be provided a stipend in the amount of \$250 for full-time employees and \$125 for part-time employees for such use. This includes a monthly stipend for personal cell phones, a monthly stipend for internet/personal internet access (Wi-Fi), a monthly stipend for utility expenses, and an additional amount for taxes associated therewith. This stipend is paid across 10 months/20 pay periods (August 1-May 31). If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

The School has established this monthly stipend based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expenses incurred in using their personal cell phones, internet/Wi-Fi, and utilities to perform work on behalf of the School. If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone, internet/Wi-Fi or utilities expenses on behalf of the School, the employee must immediately report this expense issue to the Executive Director or designee for review and approval, then submit it to the Accounting Department.

Employees will be required to submit documentation to support any request for additional reimbursement in excess of the monthly stipend. Employees that are eligible for this monthly stipend are required to submit a Request for Monthly Stipend form affirming that the employee uses their personal cell phone, internet/Wi-Fi, and utilities to perform work on behalf of the School and that the employee will immediately notify the School if the employee no longer incurs an expense related to the personal use of their cell phone, internet/Wi-Fi and/or utilities in the discharge of their duties. The School reserves the right to request supporting documentation from employees at any time to support the employee's request for the monthly stipend. Failure to provide such documentation as requested may delay or cease further payments of the monthly stipend to the employee.

**Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses, and utilities based on multiple factors such as workload, the part-time or full-time status of the employee, and other relevant factors.

OTHER EXPENSES

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access, and utilities during the course and scope of their

employment for the School, it is the School's policy to provide its employees with all necessary equipment to perform their duties on behalf of the School including laptops. The School does not require employees to purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify the Executive Director or designee.

Office Supplies

The purchase of printer ink, paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing utensils, and file folders), and/or stamps/ mailing charges for School related correspondence will have a \$250 stipend for full-time employees and a \$125 for part-time employees. School employees will receive a stipend as categorized below to be paid over 10 months/ 20 pay periods (Aug 1- May 31). If an employee's employment terminates before the end of any month, the stipend will be prorated to reflect the employee's dates of employment.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that he or she has been required to incur any unexpected necessary, and reasonable expense in order to perform his or her duties on behalf of the School, the employee should immediately report that expense to the Executive Director or designee. Employees will be required to submit documentation to support any request for reimbursement of such expenses.

REPORTING

If any employee believes that he or she has not been fully reimbursed for all reasonable and necessary expenses he or she has been required to incur while working for the School, the employee should immediately inform the Executive Director or designee. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense-related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable, and necessary business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all business-related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.