

Here is the original language from XV.STAFF AND TRAVEL EXPENSES that we are looking to amend. We would also like the amend all reference to HOS in the Financial Policies be changed to ED.

Procedure: All out-of-town travel shall be approved by the Head of School in advance. All staff shall submit travel reimbursement forms by which they request reimbursement. Travel reimbursement forms shall document employee name, travel dates, destination, business purpose, and detail business costs such as tolls, parking, mileage and meals. All receipts and substantive documentation must be attached to the travel reimbursement form.

Submitted travel reimbursement forms shall be reviewed by the Business Manager for: (a) accuracy of computations; (b) completeness of required receipts; and (c) adherence to established guidelines. Inaccurate or incomplete information shall be discussed with the submitting staff member, and any necessary additional information shall be requested by and provided to the Business Manager prior to reimbursement. Staff shall be compensated within 10 business days of submission of a complete and accurate reimbursement form to the Business Manager. Reimbursement requests submitted by the Business Manager shall be reviewed and approved for payment by CFO; requests submitted by the CFO and HOS shall be reviewed and approved for payment by an Officer (Chair, Vice Chair or Treasurer).

Here is the amended language we are proposing (changes highlighted):

Procedure: All expenditure requests and out-of-town travel shall be approved by the Executive Director in advance. All staff shall submit travel reimbursement forms by which they request reimbursement. Travel reimbursement forms shall document employee name, travel dates, destination, business purpose, and detail business costs such as tolls, parking, mileage and meals. All receipts and substantive documentation must be attached to the travel reimbursement form.

Submitted travel reimbursement forms shall be reviewed by the Business Manager for: (a) accuracy of computations; (b) completeness of required receipts; and (c) adherence to established guidelines. Inaccurate or incomplete information shall be discussed with the submitting staff member, and any necessary additional information shall be requested by and provided to the Business Manager prior to reimbursement. Staff shall be compensated within 10 business days of submission of a complete and accurate reimbursement form to the Business Manager.

Unless the expense is within the approved budget or separately approved by the board, all expenditure authorization and reimbursement requests submitted by the Business Manager shall be reviewed and approved for payment by CFO; requests submitted by the CFO and HOS shall be reviewed and approved for payment by the ED; requests submitted by the ED shall be reviewed and approved for payment by an Officer (Chair, Vice Chair or Treasurer) of the Board.