

## Series 4000: District Employment

### 4100 Employee Rights and Responsibilities

#### 4110-AG Reimbursement

- A. Pre-Approval – Request for Permission to Attend, can be found in Frontline which includes estimates of expenses.
- B. An employee seeking reimbursement for work-related expenses must complete the applicable fields in Form F-4110 and submit it to through Frontline.
- C. Reimbursements to bargaining unit employees must comply with applicable collective bargaining agreements unless the expenses are otherwise agreed to by the union.
- D. An employee may be disciplined, up to and including discharge, for submitting false, inaccurate, unauthorized, or improper expenses for reimbursement.
- E. Request for Reimbursement must be submitted within 30 days, including documentation of all expenses.
- F. Only conferences or meetings beyond 80 miles from the District Administration Building shall qualify for lodging reimbursement.
- G. Meal costs may be reimbursed up to a max per diem rate of \$37 per day, which shall cover up to three meals. Breakfast is only reimbursed when departing before 7:00 a.m. Lunch allowance is given if departing before 11:00 am. or returning after 1:00 p.m. and dinner allowance is given when returning after 7:00 p.m.

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