

3105 TRAVEL AND RELATED EXPENSES

I. Background and Purpose

- A. Entheos Academy employees may be required to travel for training or other school sponsored activities. This policy provides a consistent approach for approval and reimbursement of authorized travel related expenses.

II. Definitions

- A. “Travel Expenses” means costs incurred by an employee to travel for school sponsored activities, including lodging, air travel, ground transportation, meals, parking, tolls, etc.
- B. “Employee” means a volunteer, board member, or a full-time or part-time employee of Entheos Academy.

III. Policy

- A. Travel and travel related expenses shall be pre-approved in writing by the Executive Director.
- B. Recurring travel for a school assignment may be approved once for an entire fiscal year.
- C. Travel requests should be submitted at least 45 days before a travel event.
- D. Out-of-state travel events should be included in the approved budget before the beginning of each fiscal year whenever possible.
- E. The school shall pay travel related expenses directly whenever possible.
- F. Entheos Academy shall reimburse approved travel expenses and per-diem amounts incurred by school employees. This may include parking fees and tolls.
- G. Employees who use their own vehicle for business related travel are reimbursed at the federal mileage reimbursement rate.
- H. Mileage shall be calculated by a computer mapping application.
- I. Employee commute mileage is not reimbursable.
- J. The school shall not reimburse for moving violations, parking tickets, fuel, or electronic charging fees.
- K. Employees are responsible for travel costs incurred when changes are made for personal reasons. Exceptions for emergencies may be approved by the Executive Director.
- L. Travel Expense Reports

3105 Travel and Expenses

1. Each traveler is responsible to submit an itemized expense report for reimbursements within 30 days of the completion of school related travel. Expenses will not be reimbursed without an expense report.
2. Each expense report shall include the traveler's name, dates of travel, purpose of travel, destination, an itemized list of reimbursable expenses, and original receipts.