
LIGHT OF THE WORLD ACADEMY BOARD REIMBURSEMENT POLICY

The Board approves an annual budget that includes an amount to cover board expenses. Expenses will be reimbursed only for actual and necessary expenses incurred by its board members in the discharge of their official duties. Board members are expected to exercise good judgment; ensure that expenditures incurred are reasonable, necessary, and in the best interest of the Academy.

In order for reimbursement to occur, Board members and personnel providing professional services (i.e., attorneys, auditors, or consultants) must submit all receipts, detailing the amount and nature of each expense, to the School Office at the Academy. The School Office will then forward to the Board President who will then approve reimbursement depending on budgetary constraints and contractual obligations. If the amount requested for reimbursement exceeds the amount allocated in the budget for such expense, then such reimbursement must be approved by the entire Board at an open meeting.

A reimbursement request from the Board President will be approved by the Board Treasurer following the procedure outlined in this manual.

Board members traveling on Academy business must select a method of transportation that is reasonable and practical. Travel by automobile with reimbursement of mileage is considered the most cost-effective for the Academy and therefore the preferred method for all travel within the State of Michigan. Board members choosing other methods of transportation shall be personally responsible for any additional expense above that cost unless the Board of Directors has pre-approved that different mode of transportation at an open meeting.

Mileage will be reimbursed at the current rate established by the Internal Revenue Service. Board members are not reimbursed for any increased insurance premiums, gasoline expenses, or

any other related automobile expenses. Reimbursement at the IRS standard mileage rate is intended to cover all costs of operating the board member's personal automobile including gasoline, oil, insurance, repairs etc....

When attending a Board-approved conference, meeting, or workshop, all registration fees, parking, and mileage will be reimbursed. Lodging may be reimbursed for conferences, meetings, or workshops that occur over 90 miles away from the Academy at a reasonable rate.

A meal will only be reimbursed if the board member is conducting business on behalf of the Academy. Board members are expected to exercise good judgment to ensure amount is reasonable and in the best interest of the Academy. In order to be reimbursed, a receipt and the following information must be included:

- Cost (including tax and tip)
- Date
- Name and location of restaurant
- Names, titles and business relationship to all person attending
- Business purpose
- The itemized listing of purchases

No entertainment expenses or purchases of alcoholic beverages may be reimbursed.

TRAVEL PAYMENT AND REIMBURSEMENT

Reimbursement for approved professional travel will be based on business-related expenses incurred solely by the employee upon submission of a properly completed and approved professional travel reimbursement form.

The School Leader approves all professional travel reimbursement forms.

If approved in advance, the following are reimbursable upon submission of receipts and documentation:

- A. conference registration fees
- B. transportation - plane, train or automobile, including buses, taxis and limousines
- C. mileage at the Board approved rate
- D. toll charges and parking
- E. lodging (In most instances reimbursement will be limited to the Conference rate, however, exceptions may be made in extenuating circumstances as determined by the Treasurer.)
- F. meals

- 1. The maximum per-day/per-meal allowance/stipend (includes up to a twenty percent (20%) gratuity) for all travel:

Brunch/Breakfast	\$ 13.00
Lunch	\$ 15.00
Dinner	\$ 26.00
Lodging	\$ 115/night

- 2. Official Conference banquets will be reimbursed at actual cost.

Emergency and/or unanticipated trips involving Board expense(s) may be approved by the School Leader and/or the Treasurer.

The Board will not pay personal expenses beyond the cost of the convention.

The expenses will be reimbursed within the budgetary appropriation.

Advance payment may be paid only for the following: conference registration fees, plane and train fares; car rental; meal stipend (receipts not required); and lodging. Cancellation

fees will be covered if beyond the employee's control. When advance payments are made, the employee must adequately account for (i.e., substantiate) his/her actual expenses within a reasonable period (i.e., within 7 days) of the expenses being paid or incurred. If the advance payments exceed the employee's actual expenses, s/he must return the excess payment within a reasonable period (i.e., within 7 days) after the expenses are paid or incurred. Failure to return any excess payment within a reasonable period shall result in disciplinary action, and the excess amount shall be reflected as compensation to the employee on his/her annual W-2 form.

In order to substantiate an expense, the employee must provide the School Leader with a completed professional travel reimbursement form in which s/he describes each expense at or near the time s/he had it, along with documentary evidence (such as receipts, cancelled checks, and/or bills) of the employee's travel or other business-related expense.

Documentary evidence must show the amount, date, place, and essential character of the expense. For example, a hotel receipt must contain the following information: name and location of the hotel; dates the employee stayed there; and separate amounts for charges such as lodging, meals, and telephone calls. Similarly, a restaurant receipt must contain: name and location of the restaurant; number of people served; and date and amount of the expense. If an employee has any questions concerning what constitutes appropriate documentary evidence, s/he should ask the School Leader.

Actual expenses are approved by the School Leader for professional and classified staff. The GPS CFO approves expenses incurred by the School Leader.

Business related mileage for the Academy is reimbursable under the following conditions:

- A. Requests for reimbursement are to be submitted on the Monthly Mileage Report. The report must be approved by the Department Head or Principal. Parking receipts are required for reimbursement. Incomplete reports will be returned.
- B. Mileage will be reimbursed at the Board approved rate.
- C. Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to GPS Offices within sixty (30) days of travel. All travel during the months of May and June must be submitted by June 30th to be reimbursed within the current fiscal year.
- D. Monthly Mileage Reports submitted after the deadlines stated above will not be reimbursed.