

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## REIMBURSEMENT

3060

*Related to: 3060.02AR*

### 3060.01 REIMBURSEMENT

The Superintendent may authorize the reimbursement of expenses to certified and non-certified employees that are incurred while attending conferences relating to the condition, need and improvement of schools. Expenses by those attending conferences previously authorized by the Superintendent shall be a legitimate public expense and may be paid by the Board. Mileage and subsistence allowance shall be determined by the Board upon the recommendation of the Superintendent.

Reimbursement requests must be submitted within 90 days of the date the expense is incurred. Requests submitted after 90 days will not be processed and those expenses will not be reimbursed by the district.

### 3060.02 USE OF CREDIT CARDS AND CELLULAR PHONES BY EMPLOYEES

The Superintendent, or his designee, is the only individual who may authorize obtaining a Board credit card or a cellular phone for business use by employees under the conditions stated herein. The Superintendent shall select the Board credit card that offers the district the best terms and conditions.

#### PURPOSES

1. Expenditures must be for an educational purpose. Use of District or School credit cards for personal charges is expressly prohibited. Gifts, flowers, or baskets for employees or their families are not educational in purpose.
2. Use of a credit card(s) is not to be used as a substitute for using a purchase order.
3. The District's credit card may be used for employee lodging, airfare, and rental car expenses when traveling on approved district business. Other costs of business travel should be paid by employee, to be reimbursed subject to review and approval of supporting documentation. Additional costs associated with family members traveling with the employee (larger room, additional occupancy fee, portable cribs or beds, etc.) may not be charged to district credit cards.
4. Use of credit cards for incidental expenses while traveling exposes the district to risks of identity theft and misuse. School and district credit cards should not be used for purchasing gasoline, valet parking, vending machines, room service, purchase of books or other items at a conference, public transportation such as local buses or trains, meals, and other similar items. These expenses should be paid by the employee and submitted to the District Finance Officer for reimbursement.

#### PAYMENT OF CREDIT CARD EXPENSES

The Finance Officer shall process the prompt payment of all authorized credit card charges so as to avoid any payment of interest and or penalties.

#### NOTIFICATION

The Finance Office shall notify the board of all requests for payment of credit card charges and the purposes(s) of the expenses.

#### CELLULAR PHONES

The Superintendent will designate which employees need cellular phones service provided at the district or school's cost. Due to the practical event, that cellular phones generally have substantial personal usage, the district/school will reimburse a portion of the cost of a designated employee's plan while the employee will be responsible for the remaining monthly charges. The amount of reimbursement will be determined by the Superintendent and reviewed periodically. Exceptions to this policy must be approved in writing by the Superintendent. The Finance Officer shall process the prompt reimbursement payment for said expenses.

#### ABUSE OF CREDIT CARD(S)/CELLULAR PHONES

The Superintendent shall hold any staff member accountable for all expenses incurred from the unauthorized use of the district credit card(s) or cellular phone, including any interest or penalties charged by the credit card company. Any employee using the credit card for purposes other than those authorized by this policy shall be accountable to the Superintendent for all expenses incurred from the use of the credit card. Additionally, the Superintendent shall take appropriate disciplinary action as necessary and authorized by the policies of the district. Use of the credit card for purchases of gasoline or other products and services for private vehicles shall be considered an abuse of the credit card privilege.