



## SECTION VI: BUSINESS, TECHNOLOGY & OPERATIONS POLICY 6200

### REIMBURSEMENT FOR STUDENT ACTIVITY EXPENSES

#### Statement of Policy

Expenses for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored co-curricular activities should be reimbursed by the School District.

PLEASE NOTE: An approved purchase order must be in place before reimbursement will be considered.

#### Definitions

Terms used in this Policy are defined as follows:

1. "Student" means any student of the School District who is participating in an authorized school-sponsored co-curricular activity.
2. "Sponsor" mean an employee of the School District or another person who has been authorized by the superintendent or the Board of Education to serve as a sponsor for an authorized school-sponsored co-curricular activity.
3. "Expenses" means any actual indebtedness incurred and paid by an individual student or sponsor for meals and hotel or motel accommodations associated with an authorized school-sponsored co-curricular activity with the intention of being reimbursed by the School District.
4. "Receipt" means an invoice document issued by a vendor which has been paid as an expense by a student or sponsor. A receipt must contain the following information:
  - Date indebtedness incurred;
  - Date indebtedness paid;
  - Amount paid;
  - Amount of indebtedness;
  - Who paid the indebtedness;
  - Method of payment;
  - The purpose of the indebtedness including an **itemized description** of the goods or services purchased; and
  - The name, address and telephone number of the vendor.

A credit card slip alone is not a receipt.

5. "Supporting Documentation" means a memorandum containing a request for reimbursement and explanation of the reason for the expense. All receipts for which reimbursement is sought and a claim must be attached to the memorandum.
6. "Claim" is a document prepared by a sponsor who seeks reimbursement which contains the following information:
  - A description of the authorized school-sponsored co-curricular activity;
  - Date of authorization by the Board of Education;



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- Meals;
  - Motel and hotel expenses; and
  - Encumbrance to be charged for expense.
7. “Credit Card Slip” is the customer’s copy of the credit card charge form. A credit card slip alone is not a receipt. To qualify as a receipt a credit card slip must be attached to a supporting invoice issued by the vendor which contains all the information required of a receipt.
  8. “Vendor” means the individual or entity that provided the goods or services to the sponsor or student for which reimbursement is sought and a receipt for payment has been issued.
  9. “Meals” means actual food expenses incurred while participating in the authorized school-sponsored co-curricular activity.
  10. “Authorized School-Sponsored Co-Curricular Activity” means participation in an event approved in advance by the Board of Education for a particular group of School District students and their sponsor.

#### Procedure for Reimbursement

To obtain reimbursement for expenses the sponsor must:

1. Prepare and maintain complete and accurate supporting documentation with attached receipts and claims for the sponsor(s) and students. Requests for reimbursement with insufficient or incomplete documentation will be denied.
2. Submit sporting documentation with attachments to the designated District employee/official.
3. The Board has absolute discretion to deny the request or approve it in whole or in part. The Board’s decision is final.
4. The District will issue payment for reimbursement authorized as soon as practicable following the approval.

Employees of the district may be personally reimbursed for the purchase of goods or services under the following conditions:

1. The vendor will not accept a District purchase order
2. No alternate vendor is available
3. A situation exists which constitutes an emergency
4. There exists an unforeseen or extenuating circumstance necessitating the personal reimbursement

Such purchases must be authorized in advance of the purchase, and the reimbursement must not be merely for the convenience of the requestor. If authorized, employees shall be reimbursed for the



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cost of the goods or services plus any associated tax once the goods or services have been received. All requests for reimbursement must be supported with the original itemized receipt. The District assumes no liability for the unauthorized purchase of goods or services by an employee.

#### Other Issues

1. A request for reimbursement must be made within thirty (30) days after the vendor's invoice is issued.
2. Reimbursements will be issued only for the actual amount of expenses paid by the sponsor(s) and the students. No additional charges will be reimbursed. The District will not issue payment for funds a student or sponsor anticipates incurring in the future.
3. Reimbursement for necessary meal and lodging expenses incurred by School District students and sponsors involved in authorized school-sponsored co-curricular activities may be made from the appropriate activity fund sub-account or from the general fund, as determined appropriate by the Board of Education.
4. Any interpretation of this policy shall be made solely by the Board of Education and shall be binding in all respects.
5. Violation of any of the provisions of this policy by a School District employee/sponsor may result in dismissal or nonrenewal. Violation of the provisions of this policy by a student may result in disciplinary action.

Source: *Broken Arrow Board of Education policy adoption, July 13, 2009.*  
*Broken Arrow Board of Education policy revised, July 10, 2017.*