

IPSWICH PUBLIC SCHOOLS
Office of the Superintendent

PROCEDURE FOR REIMBURSEMENT

PURCHASE REIMBURSEMENT

***Before any item is purchased** by a staff member for which a purchase order cannot be used, authorization for the purchase must be obtained by the school principal.*

All receipts submitted for reimbursement must identify where the item was purchased and the date of purchase. Unmarked cash register receipts will not be accepted.

The Ipswich school district is a tax-exempt organization. **Therefore, we will not reimburse sales tax.** Since the Ipswich Public Schools must adhere to the accounting policies determined by the State of Massachusetts, we have no way of reimbursing such charges. Vendors will not charge sales tax at the time of purchase if the tax-exempt number is provided to them. Staff members can get the tax-exempt number from the school office staff.

Once an item is purchased, the following information must be provided to the Accounts Payable Office in order for a reimbursement to be processed.

1. A reimbursement form completely filled out, signed and dated by the employee, and signed by the principal.
2. The original **itemized** sales receipt (s). If the sales receipt includes items that you are not seeking reimbursement for, you must indicate this. Circle the items for which you seek reimbursement.
3. If any item was paid for by check, either a copy of the cancelled check or a copy of the bank statement must be included.
4. If any item was paid for by debit or credit card, a copy of the card's statement, which indicates the purchase, must be included. Other unrelated transactions may be blacked out. The employee's name (or that of a spouse) should appear on the copy of the statement.
5. We will not reimburse purchases made with gift cards or merchandise credit. If an employee chooses to use their gift card or credit to buy items for the school, it is a gift to the school.
6. NO PURCHASES CAN BE DELIVERED TO HOME ADDRESSES. ALL DELIVERIES MUST BE MADE TO AN IPSWICH PUBLIC SCHOOL LOCATION.

MILEAGE REIMBURSEMENT

The Ipswich School District will reimburse staff members for mileage at the IRS mileage rate, currently \$0.625 per mile. This reimbursement covers the cost of gas and wear/tear on the vehicle. When submitting a reimbursement form for mileage expenses, the following information must be provided to the Accounts Payable Office:

1. A reimbursement form indicating odometer readings, signed and dated by the employee, and signed by the principal.
2. Two additional copies of the reimbursement form.
3. Proof of attendance at the workshop, conference, meeting or seminar, which required travel.

CONFERENCE REIMBURSEMENT

The Ipswich Public School's policy for reimbursement of conference costs is as follows:

	SCHOOL REIMBURSEMENT
REGISTRATION	100%
TRAVEL	100%
LODGING	100%
PARKING, TOLLS	100%

Exceptions:

1. If the conference expenses such as travel, room and/or board were covered as a result of a federally or state funded grant, then the district would follow the guidelines of the grant.
2. The Town will not reimburse any employee for alcohol purchases and the tax associated with these purchases. Charges for alcohol **cannot** appear on receipts submitted for reimbursement.

All requests for reimbursement of travel expenses are subject to review by the Business Office to determine the official nature of the expenditure and the propriety and reasonableness of the charges. Expenditures not deemed necessary or reasonable will not be reimbursed. When possible, conference registrations will be paid directly by the school. If hotel deposits are required to secure rooms, the school may allow employees to use the school credit card. Permission of the school principal must be obtained and appropriate receipts should be provided to school staff at the time of card use.

Booking travel for conferences is the responsibility of the employee. Travel using commercial transportation (bus, airplane, and train) should be completed at the minimum cost for achieving the purpose of the trip. Additional airline fees for checked bags, extra space or priority boarding will not be reimbursed by the Ipswich Public Schools. Travelers should seek to obtain the most reasonable parking and ground transportation arrangements consistent with safety and travel timelines. Gas charges will only be reimbursed if a rental car was necessary.

Costs for extended stays are the responsibility of the employee. The employee can seek reimbursement for flight, hotel and meal costs for the conference dates only. These dates and amounts must be pre-approved, before the conference travel is booked, by the administration. The school district will not cover any costs associated with extending travel. It is the district's prerogative to determine a reasonable cost for the trip and will reimburse to that level. Reimbursements will be comparable to those who do not extend their stay.

Lodging will be reimbursed according to the conference provided hotel rates. If this accommodation is not available, reimbursement will not exceed the per diem rates used by the federal government at <https://www.gsa.gov/travel/plan-book/per-diem-rates>. Meals and incidentals will be reimbursed up to \$65 for each day of the conference. You must provide itemized receipts. As with all purchases, we require bank or credit card statements with debit, check and credit card purchases.

Conference reimbursements must be submitted within thirty days of return with all the back-up documentation listed under purchase reimbursements above. All such expenses should be approved by a principal or school administrator prior to attending the conference. Proof of attendance at the workshop or conference must be included with the reimbursement form.

Retain a personal copy of all documentation submitted to the Accounts Payable Office for reimbursement. This will ensure reimbursement should the original documentation become lost or separated as it travels from the school, through the Accounts Payable Office, and onto Town Hall.

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