



## **Travel Policy**

The Board of Trustees of I-LEAD Charter School (ILCS) recognizes that travel and related expenses may be incurred in the normal course of business. The purpose of this policy is to ensure that reimbursed travel expenses are necessary, relevant, and reasonable. Travel expenses include mileage, parking, tolls, hotel, airfare, per diems, meals, ground transportation, and other travel-related expenditures.

### **Travel Approval**

It is the policy of ILCS that travel related expenditures be pre-approved as follows.

#### Officer and Employee Travel

1. The Board of Trustees must pre-approve the CEO/COO's travel.
2. Recurring employee travel. Job requirements of certain staff positions include recurring travel. For example, attendance officers and learning facilitators may make visits to learners' homes. The employee's immediate supervisor must pre-approve recurring travel.
3. Non-recurring employee travel. In the case of non-recurring employee travel, the employee's supervisor, director level or above, must pre-approve such travel.

#### Non-Employee Travel

1. The Board of Trustees must pre-approve board members' travel.
2. The Director of Administration must pre-approve other volunteers' travel.

## **Travel Reimbursement**

It is the policy of ILCS to provide reimbursement to officers, employees, and board members and other volunteers for pre-approved travel expenses. These expenses must be reasonable, necessary, job-related, and approved in writing as follows:

1. The Business Manager may approve reimbursement for the CEO that was pre-approved by the Board of Trustees.
2. In the event that CEO travel was necessary prior to the opportunity for board approval, the Board of Trustees will approve CEO travel reimbursement.
3. Employees' travel expenses must be approved by the employee's supervisor.
4. Board members' travel expenses must be approved by the Board of Trustees.
5. Other volunteers' travel expenses must be approved by the Administration.

Mileage and per diem reimbursement is in accordance with state guidelines.

ILCS reimburses for approved travel related expenses only upon the employee providing documentation of the expenses with receipts from purchases or other verifiable documentation. Individuals seeking reimbursement must complete the expense reimbursement form. The signed form must be fully and accurately completed and submitted to the Business Office for payment. Employees may refer to the ILCS Employee Handbook for further guidance on mileage calculation and per diem rates.

## **Compliance With Federal Regulations**

ILCS complies with federal regulations established for the expenditure of federal funds, which provide that costs incurred for travel by officers, employees, and Board members and other volunteers, including costs of lodging, other subsistence, and incidental expenses, are reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by ILCS in its regular operations as the result of this travel policy and procedures. In addition, if such costs are charged directly to a federal award, documentation must be maintained that justifies that (1) participation of the individual is necessary to the federal award; and (2) the costs are reasonable and consistent with ILCS's policy.