
EXPENSES FISCAL POLICY**EXPENSES****Expense Reimbursement**

1. Due to the virtual nature of this business, it may sometimes be most practical for employees to initiate purchases locally and be reimbursed for those expenses. Reasonable, actual business expenses incurred by employees for the purpose of conducting business on behalf of California Pacific Charter Schools (“School”) shall be reimbursed upon approval from the Executive Director. Employees receiving a stipend approved by the Executive Director for supplies may not exceed the stipend amount. Pre-approval by the Executive Director is required in the event the employee wishes to purchase an item that exceeds the amount of the stipend.
2. Expense reimbursement requests must be submitted within thirty (30) days of the date of the expense through the approved online system or an expense reimbursement form, for approval by the Executive Director.
3. The mileage reimbursement rate is based on the rate established by the Internal Revenue Service. Employees must include verification of miles driven either using a platform adopted by the School, or by attaching a MapQuest/Google map or the like, with the request for reimbursement.

Travel

1. The School will only reimburse actual and necessary expenditures for staff for travel that is approved in advance by the Executive Director, or if required by the Board of Directors (“Board”). Such pre-approved travel must be for School-related purposes, such as testing and professional development, shall follow the reimbursement rates established by the Internal Revenue Service, and shall not exceed \$1,500. All expenditures must have scanned copies of itemized original receipts, regardless of the amount.
2. The School shall not reimburse personal travel expenses including, but not limited to, alcohol, entertainment, laundry, expenses of any family member who is accompanying the employee on school-related business, personal use of an automobile, and personal losses or traffic violation fees incurred while on school business. Factors such as variances in regional costs, travel duration and extenuating circumstances will be considered when approving travel reimbursement.
3. Associated travel fees such as parking fees, taxis/shuttles, and luggage handling are reimbursable expenses for employees on approved travel.

Board Member Expenses

1. A Board member incurring pre-authorized expenses while carrying out the duties of the

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School shall be reimbursed for such actual and necessary expenses upon completion and signing of an expense reimbursement report.

2. The expense reimbursement report must be submitted to the Executive Director within thirty (30) days of the date of the expense.
3. The Executive Director shall review the expense reimbursement report, and upon the determination that the expenses were pre-approved and were incurred while carrying out the duties of the School shall approve and sign the expense reimbursement report and submit it to the Administrative Assistant for reimbursement.