

Chicago Public Schools Policy Manual

Title: REIMBURSEMENT FOR WORK-RELATED EXPENSES

Section: 507.1

Board Report: 09-1216-PO4

Date Adopted: December 16, 2009

Policy:

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Board of Education of the City of Chicago ("the Board") rescind Board Report 09-0325-PO1 and amend Board Report 09-0722-PO1, Policy on Reimbursement for Work-Related Expenses.

POLICY TEXT:

This policy applies to all employees in the Central Office and Area Offices and all employees assigned to satellite central office sites or citywide service units, and the members of the Board of Education as indicated below. If reimbursement will come from a grant fund, employees are to follow the specific grant policy.

I. Intercity Travel

A. General

1. When an individual has occasion to travel on behalf of and for the benefit of the Board, the employee is expected to exercise good judgment in managing travel costs and make every effort to ensure that the cost of travel arrangements is the most economical available.
2. The Board of Education recognizes the following activities as appropriate travel purposes:
 - a) Travel for a job or assigned duties:
 - i. Delivery of legislative testimony
 - ii. Lobbying on behalf of the Board
 - iii. As a requirement for grant funding
 - iv. Presentations on behalf of the Board
 - v. Participation in legal proceedings as determined or requested by the General Counsel
 - vi. Recruitment of personnel on behalf of the Board
 - vii. Meeting with bond rating agencies and other regulatory bodies
 - viii. Business meetings with non-local vendors

Travel that is an extension of an employee's job or assigned duties requires departmental approval only. Employees, however, will be held to the same standard of securing the most economical cost of travel and are to follow the same reimbursement procedures.

b) Travel to attend conferences:

Attendance at conferences, meetings, seminars, or training sessions where the topic is of critical interest to the Board, representation at the conference is in the interest of the Board, or the topic is related to an employee's professional development.

Travel to attend conferences, meetings, seminars, or training sessions must be approved by the employee's principal and/or department head.

B. Travel Approval Procedure

1. Completed Requests for Approval must be submitted to the principal or department head for approval at least four weeks before the date of the conference or meeting in accordance with the Collective Bargaining Agreement between the Board of Education of the City of Chicago and Chicago Teachers Union, Local 1, American Federation of Teachers, AFL-CIO.
2. Exceptions to the four-week rule must be approved by the employee's principal or department head.
3. If travel outside the 48 contiguous states is required, the employee must receive approval from the Chief Executive Officer or his/her designee.

C. Conference Fees

1. Reimbursement will be for all reasonable conference-related fees with appropriate proof of conference attendance and original receipts, where applicable.
2. Payment of registration fees should be made through the purchase order process. Every effort should be made to receive the early registration discount, if available.

D. Transportation

1. Common Carrier (Air, Train, Bus)

- a) To take advantage of any available discount fares, all reservations and ticket purchases should be made as far in advance as possible.
- b) Reimbursement will be for coach fare.
- c) Original receipts are required.

2. Ground Transportation (Taxis, Public Transport, Limousine Service)

- a) Public transportation is encouraged.
- b) Reimbursement will be for travel from the point of departure to the airport/station to the hotel and from the hotel to the airport/station to the point of arrival for the lowest cost means available.
- c) Limousine service may be used if the cost is less than the cost of a taxi service or other means of transportation, or with prior approval from a department head.
- d) Reimbursement does not include gratuity.
- e) Original receipts are required.

3. Cars, Personal

- a) Reimbursement will be for the "per mile" rate set by the Internal Revenue Service. "Per mile" reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance. Current rates are available from the Department of Purchasing.

b) Any personal vehicles used in the conduct of Board business must be insured in accordance with the laws of the State of Illinois. The employee's insurance applicable to the automobile will be primary and the Board's insurance programs are secondary, or excess. The Board is not responsible for any physical damage to an employee automobile, including any physical damage deductibles. Automobile incidents or accidents must be reported to the Board's Risk Management & Emergency Planning (773-553-3310) via telephone and in the Oracle Incident Reporting system within 24 hours of an incident. All Board employees must wear seatbelts while in an automobile, van, truck, etc. and use hand-free wireless devices for cellular phones while conducting Board business.

4. Cars, Rental

a) Car rental is a reimbursable expense only when other modes of transportation are cost prohibitive, no other transportation is available or the ground transportation distance renders public transportation, taxi, or other mode of transportation impractical.

b) Reimbursement will be for the midsize rental rate and upgrades are not reimbursable.

c) Board employees requiring the use of a rental vehicle for Board business should arrange for physical damage insurance offered by the rental company. Any physical damage expenses not covered by the rental company such as the applicable deductible will be covered by the Board. All incidents/accidents must be reported to the Board's Risk Management & Emergency Planning (773-553-3310) via telephone and in the Oracle Incident Reporting system within 24 hours. All Board employees must wear seatbelts while in an automobile, van, truck, etc. and use hand-free wireless devices for cellular phones while conducting Board business.

d) Original receipts are required.

e) In the event that the vehicle will be used to transport a student, the Board's Student Travel policy must be followed.

E. Lodging

1. Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available.

2. First class accommodations are prohibited unless standard accommodations are not available within acceptable distance from the business location.

3. Hotel lodging in the City of Chicago proper will not be reimbursed.

4. Hotel lodging in the Chicago Metropolitan area (Cook, DuPage, Will, McHenry, Kane and Lake Counties) will be reimbursed with prior approval of the employee's department head.

5. Original, detailed receipts are required.

F. Daily Rate for Meals

1. The daily rate allowance for a conference, meeting or professional development that takes between 4 to 8 hours will be \$20 and up to 15% gratuity.

2. The daily rate allowance for multi-day travel for a conference, meeting or professional development will be \$35/day and up to 15% gratuity.

3. Alcoholic beverages will not be reimbursed.
4. Original, itemized receipts are required.

G. Other

1. Job-related phone calls will be reimbursed separately.

H. Reimbursement Procedures

1. Employees must submit the statement of travel expenses with all original receipts attached within 30 working days of the date of return. Cash advances are not provided.
2. This applies to all forms of travel.
3. Effective immediately employees who receive their bi-monthly pay by direct deposit will also have their travel expenses reimbursed by direct deposit.

II. Intra-city Travel (Personal Car Usage and Taxi Cabs)

A. Intra-city Travel Approval

1. Reasonable travel expenses related to intra-city travel approved by the employee's department head will be reimbursed. The travel must be directly related to an employee's job responsibilities. Factors the department head shall consider are: a) distance, b) need to transport materials, and c) other unique circumstances.
2. The department head shall only approve the less expensive option between taxicab fare and car usage, taking into consideration gas and parking fees.
3. No reimbursement shall be permitted for events of a purely social or political nature.

B. Personal Car Usage

1. Reimbursement will be for the "per mile" rate set by the Internal Revenue Service. "Per mile" reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance. Current rates are available from the Department of Purchasing.
2. Reimbursement shall be for mileage accumulated between Central/Area Office and field site or between field site and Central/Area Office. Travel from home to the first destination of the day and from the last destination of the day back home is not included in reimbursement.
3. Any personal vehicles used in the conduct of Board business must be insured in accordance with the laws of the State of Illinois. The employee's insurance applicable to the automobile will be primary and the Board's insurance programs are secondary, or excess. The Board is not responsible for any physical damage to an employee automobile, including any physical damage deductibles. Automobile incidents or accidents must be reported to the Board's Risk Management & Emergency Planning (773-553-3310) via telephone and in the Oracle Incident Reporting system within 24 hours of an incident. All Board employees must wear seatbelts while in an automobile, van, truck, etc. and use hand-free wireless devices for cellular phones while conducting Board business.
4. Parking fees will be reimbursed for up to \$25 per segment of a trip with original receipts.
5. Parking fees must be justified by the employee's job responsibilities.

6. In the event that the vehicle will be used to transport a student, the Board's Student Travel policy must be followed.

7. City-wide employees that have been deemed qualified to receive the monthly flat rate reimbursement for travel according to the CTU Collective Bargaining Agreement are exempt from the above provisions. The Chief Financial Officer is directed to establish guidelines and procedures for the qualified city-wide employees to receive the monthly flat rate travel reimbursement from the Chicago Public Schools.

C. Taxi Cabs

1. Reimbursement does not include gratuity.
2. Original receipts are required.

D. Reimbursement Procedure

1. Employees must submit the Automobile Reimbursement Form with all original receipts attached within 30 working days.
2. Effective immediately employees who receive their bi-monthly pay by direct deposit will also have their travel expenses reimbursed by direct deposit.

III. Policy on Food and/or Refreshments for Meetings at Central and Area Offices

It is the general practice of the Chicago Public Schools to support and enhance all educational activities which are focused upon the improvement of student achievement. Therefore, it is the policy of the Board that no food or refreshments for central and regional office meetings and training activities can be purchased using Chicago Board of Education funds unless one of the following criteria have been met. For the purpose of this policy "food and refreshments" does not include water.

- A. The proposal submitted to the funding agency must clearly identify the cost for food and /or refreshments and has received approval from the funding agency.
- B. The funds utilized for purchase of food and/or refreshments for specific activities must be part of the provisions of a grant.
- C. The food and/or refreshments must be funded by fees paid by the individuals participating in the activity and that portion of the fees allocated for food/refreshments must be identified.
- D. All funds used to pay for food or refreshments must be properly approved by department heads prior to expenditure.

IV. Policy on Professional Memberships

- A. A payment for membership in a professional organization requires that the membership be in the name of the Board or the title of the position, with individuals retaining such Board-sponsored membership only while the individual remains in the named position.
- B. Payment for membership in professional organizations will be determined by department heads and approved by the Chief Executive Officer, taking into consideration the relevance of the organization.

V. Application of the Policy to Board Members

This policy also applies to all members of the Board of Education. Wherever approval by a department head or the Chief Executive Officer is specified in this Policy, Board members must obtain approval of the Board President and the Board President must obtain approval of the Board.

The reimbursement requirements set out in this policy shall apply to all members of the Board of Education. Notwithstanding the limitations in this policy applicable to meal and food expenses, Board members are authorized to incur reasonable meeting expenses, including reasonable meal expenses, provided the expenses are directly related to Board business. Any requests for reimbursement of meeting expenses must include a written explanation of the reason the meeting was directly related to Board business and a detailed description of all expenses related to the meeting.

Pursuant to section 34-4 of the Illinois School Code, all Board member reimbursement requests are subject to verification and approval of the Board President upon submission of proper receipts evidencing the amount of such reimbursement. All reimbursement requests submitted by the Board President are subject to approval by the Board.

Amends/Rescinds: Rescinds 09-0325-PO1[Expense Reimbursement of Board Members] and Amends 09-0722-PO1
Cross References: 95-0726-EX5, 95-0726-EX6, 97-0827-PO3, 02-1023-PO04
Legal References: