
I. PURPOSE

The purpose of this policy is to identify school related business expenses that involve initial payment by an employee, and qualify for reimbursement from Athlos Academy of Jefferson Parish, and to specify the manner by which the employee requires reimbursement.

II. POLICY

- A. Purchases shall be made through the school's standard procurement process whenever possible
- B. Reimbursements shall not be processed unless they are approved prior to expenditure by the Lead School
 - 1. Expenses incurred by the Lead School Administrator must be pre-approved by the board chair and/or the board treasurer.
- C. Reimbursement:
 - 1. Requests for reimbursement must be itemized on an official school form and are to be submitted to the Lead School Administrator or designee.
 - 2. Receipts for lodging, commercial transportation, registration and other reasonable and necessary expenses must be attached to the reimbursement form.
 - 3. Automobile travel shall be reimbursed at the mileage rate set by Athlos Academy of Jefferson Parish's Governing Board.
 - i. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.