

# Parnassus Preparatory School

## EXPENSE REIMBURSEMENT

### 412 EXPENSE REIMBURSEMENT

#### I. PURPOSE

The purpose of this policy is to identify Parnassus Preparatory School (the “School”) business expenses that involve initial payment by an employee and qualify for reimbursement from the School, and to specify the manner by which the employee seeks reimbursement.

#### II. AUTHORIZATION

All School business expenses to be reimbursed must be approved by the Executive Director. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary School business-related expenses.

#### III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official School form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the IRS from time to time, subject to change by the School board of directors (the “Board”). Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. All requests for reimbursement must be submitted to the designated administrator within two (2) months from the date they are paid or incurred, or they will not be reimbursed.

#### IV. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The Executive Director shall develop a schedule of reimbursement rates for School business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The Executive Director shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.