

Business and Noninstructional Operations

Guidelines for Use of Bank Credit Cards

School district bank credit cards shall be used only for valid district employee expenses while on authorized district attendance at conferences, conventions, seminars and meetings associated with school-related business and travel.

Valid district expenses while traveling on authorized district business should be actual and necessary. Actual expenses in accordance with limits established by AR 4133, being supportable by documentation and necessary expenses generally include:

1. Hotel/motel (lodging) expenses at single rates unless dual occupancy of room is by other district employee/representative.
2. Meals/food purchased by the district employee for him/herself or other district employee. Meals purchased for community representatives when the meeting concerns a "valid public purpose". Tips may be reimbursed at the rate of 15%.
3. Car rental agreement, airline tickets, or other documented transportation costs.

The forgoing charges are those expenditures most typically incurred while attending district-related business; however, it is not all inclusive.

Retain all itemized customer copy receipts of the credit card charge slips (vouchers) including appropriate detail to identify expenditure and submit them to your chief site administrator or to the appropriate director/designee upon return from business/trip in addition to a copy of your Request for Leave/Professional Conference and Statement of Claim form. All lodging expenses must have vendor name and address, name of district employee, room rate, and dates of stay. On itemized lodging voucher, indicate whether all other charges are personal or business-related. (Occasionally, personal expenses are included on an otherwise valid district expense voucher. For example, a hotel bill may indicate charges for personal telephone calls. In such instances, employee shall pay for the indicated expenses separately prior to departure, so they will not be reflected on the credit card slip).

It is the responsibility of the credit card user to obtain copies of the charge slips. Accounting will not be able to process payment without those charge slips.

The school district bank credit card may not be used for any personal expenses, including:

1. Lodging and meals of spouses or family members of the district representative at business meetings or conferences.
2. Meals of community members or public officials as part of meetings which serve only as "public relations" purpose as opposed to school-related business.
3. Personal expenses, including but not limited to, alcoholic beverages, telephone calls, dinner theater tickets, video movies, laundering, barbering, flower arrangements and the like.
4. Personal vehicle-related expenses (fuel, maintenance, repairs, etc.). Reimbursement for use of personal vehicle to conduct district business shall be reimbursed for actual expenses at the mileage rate approved by the Governing Board.

The above are not valid district expenses and, therefore, are not to be charged to the district credit card. Use of the district credit card for personal expenses is prohibited even if you intend to pay the district for such expenses.

When possible, the established purchase order procedure shall be used for payment of lodging, registration fees, airline tickets, etc.

The use of a district credit card is extended as a privilege and may be revoked at any time for misuse.

Legal Reference:

EDUCATION CODE

35020 Duties of employees fixed by governing board

35160 Authority of governing boards

35160.1 Powers and duties

42634 Funds of a school district

44032 Travel expense payment