

TRAVEL AND GENERAL EXPENSE POLICY

Highpoint Virtual Academy of Michigan (HVAM) staff and administrators may incur certain general and travel expenses in the course of conducting business for the School. HVAM appreciates the efforts of those who incur expense on behalf of the school. At the same time, it is necessary to keep costs within a reasonable limit and to follow consistent reimbursement guidelines. Employees should submit their expense reports in a timely manner when they reach at least \$100 in reimbursable expense, using the web-based expense tool. Itemized receipts or mileage reports are required for every line item. Questions about this policy or expense reimbursements should be directed to the Finance Manager.

General Expenses:

Non-Cellular Phone Expenses: New teachers will be provided a phone from HVAM. In the event that HVAM's phone system is not compatible with the teacher's resident internet, HVAM will provide the following: (1) the teacher will be reimbursed at actual cost, up to \$100 maximum, for the purchase of compatible phone and headset; (2) the teacher will receive a one-time reimbursement for the actual cost of installation (HVAM will not pay for subsequent installation costs in the event the employee changes residences, service providers, etc.); and (3) the teacher will be reimbursed for the actual cost, up to \$100 maximum per month, of having a dedicated phone number for HVAM business purposes. These school-related phone expenses will be reimbursed as noted above, including all applicable taxes and surcharges; however, HVAM will not reimburse for certain itemized phone service charges such as caller ID, inside wire maintenance and late fees. Employees must submit a complete phone bill each month with their expense reimbursement requests in order to receive reimbursement. Every effort should be made to use the least expensive phone service outside of the school service.

Internet Service Expenses: HVAM will reimburse the cost of phone or cable Internet connection installation plus monthly service charges for designated staff who work from home, up to \$50 per month maximum. HVAM will reimburse installation charges only once, and HVAM will not pay for subsequent installation costs in the event the employee changes residences, service providers, etc. Employees who do not have phone, cable or other reasonable internet service options may request permission to use a Satellite-based internet connection. The employee must first obtain approval from the Head of School and the Finance Manager. If approved, HVAM will reimburse the employee for costs

up to 50% or \$300 maximum, whichever is greater, for installation charges. HVAM will reimburse installation charges only once, and HVAM will not pay for subsequent installation costs in the event the employee changes residences, service providers, etc. The employee is asked to find the most economical satellite service available. The employee must submit a receipt for this service for reimbursement. In the event, that an employee's position requires the use of a wireless ISP "air card" and one is distributed to the employee, home internet service will not be reimbursed, as the air card serves this purpose.

Bundled Phone and Internet: If an employee's phone and internet services are bundled together in a cost savings plan offered by the carrier and the cost per service is not itemized on the bill, the cost per service will be calculated by dividing the total bundle amount by the number of services provided. Applicable taxes and surcharges for the bundled services will only be reimbursed if these charges are itemized separately on the bill. Complete receipts/invoices are required for reimbursement.

Cell/Wireless Phone Service: Cell phones, wireless ISP "air cards" and similar items are NOT reimbursable items, unless approval is expressly given in advance by the Head of School and the Finance Manager.

Office Supplies: Approved and reasonable costs for office supplies to be used in instruction to students and service to families will be reimbursed. Please note that special consideration should be given to ink cartridges and printing paper, which are bought in bulk by the school and – where possible – distributed centrally during Professional Development and other group meeting days. In case of immediate need, teachers may seek approval from their supervisor to purchase ink cartridges and receive reimbursement at actual cost. However, standard operating procedure is to request ink directly from the HVAM administrative office, and ink will be delivered via mail.

Office Furniture is not a reimbursed expense.

Computer Supplies: Computer related software, hardware or accessories such as headsets, microphones, external hard drives, and the like require advance approval from the Head of School to be reimbursed.

Postage: Postage expenses will be reimbursed for one "social" mailing (e.g. birthday card) to students per year and for all reasonable business-related

mailings. Any postage/shipping charges for returning items to K12 or HVAM will be reimbursed with prior approval from Head of School or Finance Manager. The employee must submit detailed receipts and/or invoices for reimbursement of postage and shipping expenses. Postage to submit expense reports will not be reimbursed.

Field Trip Expenses: HVAM will reimburse reasonable field trip expenses for the teacher only. Eligible expenses include any entrance fees for the teacher or the nominal cost (\$25 or less without prior approval) of renting a facility.

NOTE: Student gifts are not reimbursable.

The following guidelines apply with respect to transportation expenses:

Employees are expected to use the most cost-efficient ground transportation considering cost, time, availability and scheduling.

Meals are reimbursable ONLY if an overnight stay is required. If an overnight stay is required, meals will be reimbursed at actual cost up to a maximum as follows:

Breakfast – \$10.00 (including gratuity)

Lunch – \$15.00 (including gratuity)

Dinner - \$20.00 (including gratuity)

HVAM will **NOT** reimburse employees for any meals that are included as part of a professional development training or conference fee.

There is no reimbursement for alcoholic beverages.

Group Meals: Supervisors or other staff who pay for a group meal must have express approval from the Head of School, and must include the names of each individual in attendance with the receipt submitted for reimbursement.

The following guidelines apply with respect to lodging expenses:

Lodging will be reimbursed up to a maximum of \$100 plus taxes per calendar day. Lodging

that is 150 miles or less from the employee's home will not be reimbursed. Requests for reimbursement for any hotels with a base nightly rate exceeding \$100 or that are located less than 150 miles from the employees' home must have prior approval of the Head of School.

Every effort should be made to find the most economical lodging when traveling on School business. Employees are asked to use Priceline, Orbitz, Expedia or other such means to find safe but economical lodging.

The following guidelines apply with respect to site rental expenses:

If over \$100 per rental, employees will be required to obtain the *pre-approval* of the Head of School before renting a facility or location for a School-approved event, and will need to follow current HVAM Check Request/Purchase Requisition and Order guidelines.

Regarding Family Coaches, the HVAM Days Out site rental allowance is \$700 per school year or \$70 per month. All Site Rentals will need pre-approval by the employee's Departmental Director and completion of the Purchase Order Requisition Form.

If a site rental is under \$100, the employee can simply expense the cost of the rental on their expense report for reimbursement. Questions about HVAM's expense reimbursement policy and procedures should be directed to the Finance Manager.

Responsibility of Traveler

K¹² travelers are expected to spend K¹² funds prudently and plan appropriately. Any and all travel arrangements (i.e., flights, rental car, hotel, train) must be made through World Travel, the dedicated travel agency identified by K¹². Business travel expenses will be reimbursed by K¹² if expenses are made through the dedicated travel agency, reasonable, appropriately documented, properly authorized, and within the guidelines of the Travel Policy that can be found on the HR Portal. In addition to the specific transportation, lodging, and car rental guidelines set forth in this policy, K¹² provides travelers with other spending guidelines, which can be found on the HR Portal. Failure to comply with this policy may result in the denial of a reimbursement request. Please note reimbursement occurs when:

The travel expenses were incurred while conducting K¹² business.
 Information contained in the expense report and in the attached documentation is accurate and in accordance with this policy.

- The expenditure is charged to the proper business unit, and cost center.