



# 华夏中文学校大费城分校

Huaxia Chinese School at Great Valley

**PURPOSE:** To document reimbursement limits on travel. Reimbursement limits are in compliance with state and federal tax deductibility regulations.

**SCOPE:** Pertains to all HXGV staffs for all business travel

Business travel expenses will be reimbursed by the School if they are within the guidelines of this travel policy, documented with original receipts, and properly authorized. In accordance with Federal regulations, persons traveling should not gain or lose money as a result of School travel.

**The business travel is limited to** the school Board, Admin, teachers and Principal assigned 1 or 2 assistants who travel for school business purpose that include but are not limited to the activities between schools and requested by Huaxia Chinese School headquarter. [1. 带队老师或校领导去参加各种校际活动(including obligated 1 or 2 parent(s) assigned by Principal), 不论自己的孩子是否在内。2. 总校要求的校领导或老师的培训和会议。]

**The School Principal** who approves reimbursement forms has equal responsibility for ensuring compliance.

## **General:**

1. Please obtain approvals from the school Principal prior to incurring the expense. The total expenses should be managed within the overall budget plan or specific line item within the budget plan.
2. Use the standard expense reimbursement form (see Exhibit I) obtained through Accounting.
3. Expense forms must be submitted within 90 days after expenses are incurred.
4. Expense forms must be approved by the Principal or the vice principal when the principal is not available prior to sending to Accounting. Unapproved expenses will not be reimbursed, so if approval is in question, please obtain approvals prior to incurring the expense.
5. You must submit *original receipts* for all expenditures. *Copies and email itineraries are not acceptable.*
6. Lost receipts require an explanation and Accounting department approval.
7. Once approved, send to Accounting.
8. Reimbursement checks will be sent out approximately 10 working days after receipt of a fully completed and approved expense form. A check will be sent to the address on record.
9. Incorrect expense reports will be returned to you for correction.



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## ***Specifically addressed:***

### • **Ground travel**

#### Reimbursable:

- Use of personal vehicle for business purposes
  - You may be reimbursed \$30 for a round trip 60 to 100 miles or \$50 for a round trip more than 100 miles. The reimbursement rate covers all costs incurred to the vehicle (i.e., parking, toll, wear/tear, tires, gasoline, fluids, etc).
- Rental car charges if necessary while out of state
  - Reimbursement for compact/economy model only (or equivalent charge)
  - Gas receipts from gas station (rental site refills will not be reimbursed)
  - Decline additional insurance coverage
- Taxi rides are reimbursed with original receipt.
- Tolls paid for highway use necessary to perform business are reimbursable.
- Train/bus/other – reimbursable with original receipt – coach class only

#### Non-Reimbursable:

- Traffic fines or parking tickets
- Car wash charges
- Costs incurred to fill rental vehicles at rental sites
- Trips less than 60 miles

### • **Air travel**

#### Reimbursable:

- All air travel for business purposes.
  - Please find the lowest rate for coach class.
  - You must submit original boarding pass receipt and email confirmation.

#### Non - Reimbursable:

- Excess baggage charges unless required for business materials;
- Companion/family travel;
- In-flight entertainment;
- Upgrades;
- Airline club memberships

### • **Phone charges**

*Non - Reimbursable*



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- **Lodging - Hotel**

Reimbursable:

- Hotel charges for staff only for time spent on HXGV business
  - Please find the lowest rate – no higher than a 3 star hotel.

Non - Reimbursable:

- Laundry
- Valet service
- In room entertainment
- Health or fitness clubs; massage or beauty services
- Personal and sundry items

- **Meals**

Reimbursable:

- Meals are reimbursable while staff is traveling on HXGV business or pre-approved group meetings
  - Lunch limit - \$15 per person including gratuities
  - Dinner limit - \$35 per person including gratuities
  - IRS requires the following information: Names of individual present, Location of meeting, and Specific business purpose.

Non - Reimbursable:

- The difference between food receipts and the meal limit.
- Any charges that do not involve HXGV prospects

**We appreciate adherence to this policy. Additional questions or clarifications can be directed to Accounting or Principal. The revision of this policy must receive Board approval.**

**EXHIBIT I:** Expense Report Form