



Pike County School Corporation
907 Walnut Street
Petersburg, Indiana 47567

Phil Clauss
Director of Technology

Telephone: 812/354-8731 Ext. 711
Fax: 812-354-8733

December 22, 2014

Travel Policy:

This is an updated travel policy for the Pike County School Corporation.

1. Reimbursement for all travel expenses paid out of pocket will be done through claims at the next Board meeting. Once claims are approved, the reimbursement checks will be mailed the following day. To be eligible for reimbursement, an itemized receipt must be turned in with the claims.
2. Use of corporation credit card to make reservations, airfare purchases, and registration fees will be allowed. The credit card can be taken with the individual if the hotel requires it for the check-in process. All meals and incidentals will be paid out of pocket and reimbursed according to number 1.
3. An itemized bill from the hotel is required to be turned into the corporation offices if the corporation card was used for the hotel.
4. Use the corporation vehicle before using your personal vehicle for transportation. Contact either the Transportation Director or corporation mechanic for availability.
5. If you use your personal vehicle due to the corporation vehicle not being available, you need to have a mileage claim. It must be filled out with the starting and ending odometer reading or have a Google map attached. This is payable at the current Board approved rate.
6. When choosing a hotel, pick a hotel that is reasonably priced. If there is more than one person staying overnight, share a room. This is to help reduce the costs. Ask for a government rate when reserving a room and take your corporation credentials along, if needed.
7. When eating out, use common sense. If you would not pay that much for a meal when you are paying for a meal then do not do it when the corporation is paying for the meal. Reimbursement for meals will not exceed \$30.00 a day. The corporation credit card will not be used for meals. The corporation will not reimburse for tax, alcohol, or gratuity.
8. We do not reimburse for movies, alcohol, snacks, or any other nonessential items.
9. Administrators will not be reimbursed mileage for traveling between buildings in the corporation.



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To: Mrs. Blake and the Board of Education
Re: Credit Card Policy
Date: December 22, 2014
From: Phil Clauss

The following is an updated version of the PCSC Credit Card Policy.

1. Use of the corporation credit card to make reservations, airfare purchases, and registration fees will be allowed. All meals and incidental will be paid out of pocket and reimbursed per our travel policy. Itemized receipts must be turned in when returning the credit card.
2. Only purchases for the school corporation are authorized. No personal use purchases of any kind.
3. The credit card will be maintained at the central office and signed out for usage.
4. Only the purchases that have been approved with a purchase order are allowed.
5. Sales tax that is charged to the credit card will be the responsibility of the individual using the card. Therefore the individual needs to make sure sales tax is not charged. A tax exempt certificate needs to be taken when using the credit card.