

AMEND BOARD REPORT 02-1023-PO04

POLICY ON REIMBURSEMENT FOR WORK-RELATED EXPENSES

PURPOSE:

In the past, the Chicago Board of Education ("the Board") has had several different policies related to

reimbursement for work-related expenses (see Board Report 95-0726-EX6 and Board Report 97-0827-PO3). This policy attempts to bring all categories (travel, intra-city travel, food and/or refreshments at meetings, and professional memberships) together.

THE CHIEF EXECUTIVE OFFICER RECOMMENDS:

Travel that is an extension of an employee's job or assigned duties requires

standard of securing the most economical cost of travel and are to follow the same reimbursement procedures.

b) Travel to attend conferences:

Attendance at conferences, meetings, seminars, or training sessions where the topic is of critical interest to the Board, representation at the conference is in the interest of the Board, or the topic is related to an employee's professional

development.

Travel to attend conferences, meetings, seminars, or training sessions must be approved by the employee's principal and/or department head.

B. Travel Approval Procedure

1. Completed Requests for Approval must be submitted to with the principal or department head's for approval signature must be submitted to at least eight four weeks before the date of the conference or meeting in accordance with the Collective Bargaining Agreement between the Board of Education of the City of Chicago and Chicago Teachers Union, Local 1, American Federation of Teachers, AFL-CIO

c) Limousine service may be used if the cost is less than the cost of a taxi service or other means of transportation, or with prior approval from a department head.

d) Reimbursement does not include gratuity.

3. Cars, Personal

a) Reimbursement will be for the "per mile" rate set by the Internal Revenue Service.

"Per mile" reimbursement includes the cost of gas, oil, insurance, repairs, and general.

E. Lodging

1. Reimbursement will be for the cost of a standard single room rate only, unless a government, corporate, or conference discounted rate is available.

2. ~~First class accommodations are prohibited unless standard accommodations are not~~

~~available within acceptable distance from the business location~~

3. Hotel lodging in the City of Chicago proper will not be reimbursed.

4. Hotel lodging in the Chicago Metropolitan area (Cook, DuPage, Will, McHenry, Kane and ~~La~~ ~~County~~) will be reimbursed with prior approval of the employee's department head.

B. Personal Car Usage

1. Reimbursement will be for the "per mile" rate set by the Internal Revenue Service. "Per mile"

Current rates are available from the Department of Purchasing. The current rate is \$.365.

2. "Per mile" reimbursement includes the cost of gas, oil, insurance, repairs and general maintenance.

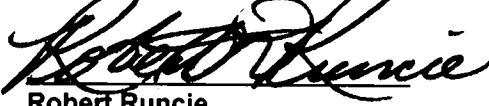
3. Reimbursement shall be for mileage accumulated between Central/Area Office and field site or between field site and Central/Area Office. Travel from home to the first destination of the day and from the last destination of the day back home is not included in reimbursement.

Policy on Food and/or Refreshments for Meetings of Central and Area Offices

It is the general practice of the Chicago Public Schools to support and enhance all educational

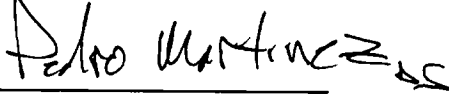
activities which are focused upon the improvement of student achievement. Therefore, it is the policy

Approved for Consideration:



Robert Runcie
Chief Administrative Officer

Noted:



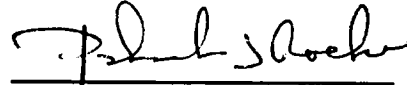
Pedro Martinez
Chief Fiscal Officer

Respectfully Submitted:



Ron Huberman
Chief Executive Officer

Approved as to Legal Form:



Patrick Rocks
General Counsel

