

## CHARGE CARDS

### Travel

Authorized employees can obtain a district charge card, issued through the business office, for uses associated with authorized district travel. Expenses to be charged to the charge card include:

- lodging (not covered by a P.O.)
- meals(including customary gratuities)
- car rental, commuter transportation, taxi
- entrance fees (not covered by a P.O.)
- parking fees during business travel
- books, tapes & materials related to school travel
- telephone calls (school business only)
- miscellaneous business expenses while traveling

### Travel Expense Voucher

Upon return from travel and no later than thirty (30) days of the charge date, authorized travelers must submit a fully itemized Travel Expense Voucher along with all itemized receipts and other documentation to the district business office. Any expenses not properly identified on the expense voucher, or any expenses that are not covered shall be paid by the official or employee.

If an employee is filing a claim on behalf of other authorized travelers, a brief detailed account is necessary, i.e., names of others traveling, dates, and receipts for lodging and other services.

### Expenses for Items Other Than Travel

Officers and staff may utilize the district's charge card for expenses of items other than travel only when there is no other means of completing an authorized purchase. It is intended that this procedure include Internet, electronic, mail, and telephone transactions. Purchases of such items shall be subject to the same restrictions placed on any other purchase.

### Charge Card Transaction Report

Upon the completion of the Charge Card Transaction Report and receipt of supervisory approval, the employee will contact the business office to obtain the account number(s) and/or code(s) necessary to effect the transaction. The employee will then IMMEDIATELY forward the completed report to the business office. The business office may, at its discretion, choose to effect the transaction upon receipt of the completed Charge Card Transaction Report

### Expenses not Covered

Expenses not covered by a Bainbridge Island School District credit card include:

- any expenses covered by a P.O.

- cash advances
- personal expenses or loans
- personal travel
- entertainment
- alcoholic beverages

If there are disallowed charges outstanding on a district charge card from previous use, the responsible employee shall not use the card. If, for any reason, disallowed charges are not repaid before the charge card billing is due and payable, the district has the authority to withhold from the employee any and all funds payable or to become payable up to the amount of the disallowed charges plus interest and/or fees at the same rate as charged by the credit card company.