



Travel Expenses Policy

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Legacy Academy of Excellence.

Travel expenses are the reasonable and necessary expenses incurred by staff members when traveling on approved Legacy Academy of Excellence business trips. Travel is limited to business activities for which other means of communication are inadequate and for which prior approval from your Managers has been received.

Travel Expenses

The School pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals and lodging.
- Car rental, bus, taxi, parking.
- Telephone and fax.
- Laundry and dry cleaning (trips exceeding one week only, unless emergency).
- Business supplies and services.
- Associated gratuities.
- Other expenses necessary to achieve business purposes.

Hotels

Neither in-room movies nor refreshment bars are approved School expenses.

Insurance

The school does not pay for personal travel insurance for staff members.

Rental Cars

You are to use rental firms having existing relationships with the School and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid the hazard of liability and the time away from work. You will be reimbursed for vehicle use at the



standard IRS mileage rate. The Chief Executive Officer must authorize any deviation from this policy.

Reporting

Report approved expenses and included a description of the expense, its business purpose, date, place, and the participants.

Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency to be reimbursed.