

Policy Type: Required Policy
Policy Title: Payroll and Travel Policy
Effective: November 21, 2013

700 PAYROLL AND TRAVEL POLICIES

701 Payroll Policies

- A. Employees are paid on a 12-month schedule from September 1 to the following August 1.
- B. Employee's time is properly approved by both the individual and the supervisor and reported to the Business Office or designated representative.
- C. All employee payroll amounts are calculated based upon approved rates included in the individual's personnel file.
- D. Any changes to the pay rates or benefits are properly authorized.
- E. All payroll taxes and benefits are properly calculated and any deposits made in a timely manner.
- F. All payroll tax reports are prepared in a timely manner and reviewed by a designated individual for accuracy prior to filing.
- G. Employees paid with restricted program funds will have proper documentation according to the rules of applicable programs.

702 Employee Mileage Reimbursement

- A. Employees may be reimbursed at the federal standard mileage rate per mile, as determined by the Board of Trustees, for use of their own vehicle for business related travel. In addition, parking fees and tolls paid are reimbursable if properly supported. The school shall not reimburse for moving violations or parking tickets.
- B. All employees requesting such mileage reimbursement are required to furnish a Travel Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within 30 days after the travel date. Each employee is responsible for detailing the travel and related expenses and including the required supporting documentation.
- C. The travel report must be signed by the employee and approved by their direct supervisor.

Certification

Motion 112113-09

Page 1 of 2

This policy will replace all previous purchasing policies (080306-4, 011107-18, 020807-03, 062807-08, 080907-05, 090607-18, 100407-13, 040308-05 and 060508-11, 090408-1, 090111-2, 091213-1)

The Undersigned officers and or directors of Lakeview Academy certify that this Payroll and Travel Policy was duly adopted as of November 21, 2013 and replaces all previous purchase policies.

Signature: Alan Daniels

Print Name: Alan Daniels

Title: Board Member

Signature: Tyler Shimakonis

Print Name: Tyler Shimakonis

Title: Board Treasure