

REIMBURSEMENT PROCEDURES

All requests for reimbursement of approved travel expenses shall be made in accordance with the following procedures:

Obtaining Permission to Travel

For all in-state and out-of-state travel, a district travel authorization form (green sheet) must be completely filled out and submitted for approval. Employees must submit this form prior to the requested travel.

Attending Professional Meetings or Conferences

Employees are not eligible to receive reimbursement for expenses incurred while attending professional meetings, conferences, seminars, and workshops unless approved in advance by the superintendent. Reimbursement for meals will be on overnight trip basis only.

Obtaining Reimbursement for Travel Expenses

Each employee/board member must submit his/her own claim for reimbursement. In order to receive reimbursement, the employee must submit a completed green sheet and necessary receipts within 10 days of return from travel.

Prepaid Expenses

In most cases, prepayment of airline tickets, lodging, and registration fees by purchase order will be done by the Administration Office.

Reimbursable Expenses

- 1.** Airfare: The cost of coach class airfare. A copy of the ticket showing payment by the district or the individual is required.
- 2.** Rail/Bus Fare: Actual cost, not to exceed coach class airfare. A copy of the ticket showing payment by the individual is required.

- 3.** Personal Automobile: Current IRS rate per mile will be paid for mileage measured from the normal place of duty to the meeting place and return to normal place of duty. Must have odometer Start # and end #
- 4.** Lodging: Actual cost. An itemized hotel bill/receipt is required (honor bar, personal telephone calls, movies, etc. are not allowable items). The rate approved is based on a single room occupancy unless approved otherwise by the superintendent.
- 5.** Registration Fees: Actual cost. A receipt is required.
- 6.** In-city Transportation (Taxi/Bus): Actual cost. A receipt is preferred, if available. If a receipt is not available, a written statement, including the trip destination and amount paid, will be required for reimbursement.
- 7.** Toll Fees: Actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.
- 8.** Parking Fees: actual cost. A receipt is required and must show the date of travel, fee paid, and signature of claimant.
- 9.** Miscellaneous: Actual cost. A receipt is required.
- 10.** Rental Car: Actual cost. A receipt is required. Advance approval by the superintendent is required.
- 11.** Meals: Meals will be reimbursed at a maximum amount of \$46.00 per day with minimum of 2 meals(example: you will not be reimbursed for 1 meal at \$46.00) Itemized receipts are required. Reimbursement for meals will be on overnight trip basis only.

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