

Travel Reimbursement Guidelines

Overnight Travel Request

- After approval from supervisor, [travel request form](#) should be completed online
- Once approved by CFO, your building secretary/administrative assistant can help with hotels and travel arrangements

Meals while traveling

- Meals are reimbursed ONLY when overnight travel is involved
- Detailed/itemized receipts are ALWAYS required
- Meals include breakfast, lunch and dinner, unless a meal is provided by the hotel or at the conference.
- Employees MUST take advantage of meals that are “free” or included with registration
- Snacks, miscellaneous items or desserts separate from mealtimes are not reimbursable
- Only meals WHILE traveling are allowed
 - Meals prior to leaving or after returning are NOT reimbursable
- Daily allowance is \$50/day
 - This does NOT include tax or tip
 - Tips above 20% will NOT be reimbursed
 - Unused amounts DO NOT carry over to the next day
- Alcoholic beverages are never reimbursed
- Any group meal with more than one person on a receipt, MUST have the [meal tracking sheet](#) filled out with detailed/itemized receipts attached. This makes it much easier to separate meals between employees
- This [Meal Expense Sheet](#) can be used as a resource to help track expenses, especially if a combination of p-card and personal expenses are incurred
 - Make a copy and complete the form

Mileage Reimbursement/Use of School Vehicle

- A school vehicle may be available for use. You need to check with transportation
- If a personal vehicle is used, mileage can be claimed for reimbursement at the state rate (currently \$.50/mile)
- Employees should coordinate rides when multiple people are attending the same conference. The district will not reimburse multiple employees for the same event without prior approval from the Business Office.

Travel Claim

- A travel claim should be completed and turned in within 30 days of travel in order to be reimbursed for any qualified expenses. All detailed/itemized receipts must be included.

Business Procedure Manual

- Page 14 discusses travel claims

Please remember that the school district has limited funding and must justify the public purpose of every expense. Employees should not order something extravagant or expensive just because they have the meal allowance. A good rule of thumb is that if you wouldn't order it if you were paying, you shouldn't order just because the district is paying.