

Springfield Public Schools
Employee Expense Reimbursement Report
525 Mill Street Springfield, OR 97477
(541) 726-3206

Name_____

Purpose_____

Home Address_____

City_____

Day Time Phone Number_____

School/Department_____

Complete following information for out of town travel

Destination_____

Departing Date/Time_____

Returning Date/Time_____

Receipts for expenses must be attached to the back of the form.

Dates/Departing Through Returning							Totals
Transportation Costs (airfare, etc.)							
Automobile Mileage Reimbursement (Provide total miles traveled. Finance will calculate reimbursement)							
Parking and Toll Fees							
Taxi/Shuttle/Car Rental							
Lodging (Including Tax)							
Breakfast (Include 15% Tip)							
Lunch (Include 15% Tip)							
Dinner (Include 15% Tip)							

Other/Attach List and Explanation							

Form will not be processed without a charge out number.

Charge Out Number (s)	Totals
	\$
	\$
	\$

Sub Total

\$

Deduct Amount Advanced

\$ -

Balance Due District/Employee

\$

I certify that the above is a true statement of reasonable and necessary travel expenses incurred in the performance of official duties for Springfield Public Schools and has not been submitted to another organization for reimbursement.

Employee Signature_____

Date_____

Approval Signature_____

Date_____

Mileage: .56 cents per mile (as of January 1, 2014)
IRS rates subject to change.
Finance will calculate reimbursement
based on rate in effect at date of travel.

Meals: Daily Reimbursement Rates (as of January 1, 2014)
Breakfast \$ 8 Lunch \$12
Dinner \$26 Incidentals /Snacks \$5
For travel outside of Oregon check with Business Operations for rates

GENERAL INFORMATION

- 1 - Original receipts are required for lodging, transportation, registration fees, and other expenditures. Check the gsa.gov website for the different rates in Portland and surrounding areas in Oregon . Receipts are to be attached to this form.
- 2 - Itemized receipts are required.
- 3 - Name, Home Address, City, Day Time Phone Number, School/Department, Purpose, Charge Out Number and appropriate Signatures are all required fields. Failure to provide this information will cause delays in processing the reimbursement.
- 4 - Out of town travel requires the Destination, Departing and Returning Date and Time for the reimbursement to be processed.

DATES, DESTINATION AND PURPOSE: Please give dates, arrival and departure times, final destination and purpose of trip.

TRANSPORTATION

- 1 - Airfare will only be reimbursed for District-related travel. Individuals combining personal and business travel are responsible for the difference in the ticket price.
- 2 - Original airline ticket receipt is required when ticket has been purchase by Springfield Public Schools, either directly or by reimbursement. Boarding passes are not sufficient receipts.
- 3 - Mileage for travel by auto will be reimbursed at the current mileage rate of travel. Please list the mileage traveled per day on the form. Business Operations will calculate the reimbursement based on the current mileage rate.
- 4 - When traveling by auto (by choice rather than necessity), no reimbursement will be made for additional lodging or meal expenses other than those that would have been incurred using air travel.
- 5 - Auto rental, for which reimbursement is expected, requires pre-approval by the Director of Business Operations.
- 6 - When an employee is provided travel at no cost, reimbursement is not allowed. When riding with another District employee only one employee may submit for reimbursement.
- 7 - Receipts are required for ground travel to and from airports. Ground transportation to and from social activities, including meals, will not be reimbursed, as it is not an allowable expense. Reasonable exceptions require approval of Director of Business Operations.

LODGING

- 1 - Individual should be economically selective in choosing a motel or hotel while on travel status. However, if the purpose of travel indicates the need to stay at a particular hotel, Springfield Public Schools will reimburse reasonable lodging expenses.
- 2 - An itemized bill is required and individuals are responsible for incidental expenses charged to their hotel room (i.e., movies, telephone, laundry, valet, etc.) and requires an itemized bill.
- 3 - When an employee is provided lodging at no cost, reimbursement is not allowed. When traveling with another District employee only one employee may submit for reimbursement if the lodging is shared.

MEALS

- 1 - **REIMBURSEMENTS ARE NEVER ALLOWED FOR ALCOHOLIC BEVERAGES.**
- 2 - The District reimburses meals using a per diem rate. Reimbursement of meal costs exceeding the above limit requires authorization from the Director of Business Operations. Meal reimbursement is for District employees only, except for those employees that have been pre-approved by the District. Receipts are not needed for meals paid at per diem rate.
- 3 - When an employee is provided meals at no cost, reimbursement is not allowed. Meals included in registration fees may not be claimed for reimbursement.
- 4 - Reimbursement for meals taken in the Eugene/Springfield area is limited to those that are approved for conferences only. This includes business and training sessions unless approval is obtained from the Director of Business Operations.
- 5 - For reimbursement, the traveler must leave home prior to 6:00 am for breakfast, 11:00 am for lunch and return home after 5:00 pm for dinner.
- 6 - Gratuities are included in the per diem rate. Additional gratuities are the employees responsibility.
- 7 - If an individual pays for the meals of other employees reimbursement is at the actual cost, not per diem rate. An itemized receipt is required for reimbursement.

OTHER

- 1 - Original receipts are required of all other extraordinary or unusual expenses (supplies, telephone, etc.) and reimbursement is subject to the approval of the Director of Business Operations.
- 2 - **LOST RECEIPTS:** If receipts have been lost or destroyed, or are impractical to obtain, a signed statement explaining the circumstances shall be submitted with the report as well as certification that this is not a duplicated reimbursement.

All travel expense reports must be accompanied by receipts, approved by supervisor and submitted to the Business Operations Department. Employees are encouraged to submit the expense report within 30 days of return travel. All expense reports for the school year ending June 30th must be submitted by July 15th.

****Since no policy can cover every conceivable circumstance, it is anticipated that occasionally there will occur a unique situation. These should be directed to the attention of the Director of Business Operations for resolution.***