

Reimbursement for Travel Expenses

1. Employees required to regular use their personal vehicles on school business (in-district) will be reimbursed for actual miles traveled utilizing the approved mileage rate.
2. Employees may use private vehicles for travel on district business when approved in advance by the Superintendent or his/her designee. Approval shall be based on:
 - a. Convenience of the employee such as leaving from home or conducting personal business in conjunction with a district business trip.
 - b. The established district mileage reimbursement rate will be based on the rate determined by the IRS.
3. Lodging shall be reimbursed at the single room rate. Additional charges for an employee's spouse, personal telephone calls and other unnecessary room charges shall not be claimed.
4. Meals without an itemized receipt will be reimbursed up to the following amounts:

| | |
|-----------|---------|
| Breakfast | \$8.00 |
| Lunch | \$8.00 |
| Dinner | \$14.00 |

Meals that **are not** for an overnight stay are reimbursed as **Taxable Income**.

5. Meal expenses with an **original itemized receipt** will be reimbursed for the amount of the receipt. the meal charges need to normal cost for the location of the activity. Reasonable gratuities may be included.
6. You must have an **original receipt** to be reimbursed for the expense of parking, local transportation, and other miscellaneous expenses.

Reimbursement for Other Miscellaneous Expenses

If you have purchased school supplies for the district and you want to be reimbursed, you must have an **original itemized receipt**, showing the store's name and address where purchased, the items purchased and the amount owing is zero balance or paid in full.

Mileage from home to work and from work to home cannot be reimbursed.