

MONTHLY ACTIVITY/MILEAGE/TRAVEL SUMMARY

Any person traveling for the school for any purpose shall use the monthly activity summary as the record of travel, purpose of travel and mileage report.

Each location a person visits shall have the following items listed:

1. Month
2. Day
3. Time
4. Destination
5. Purpose of visit
6. Mileage per visit

Submit in duplicate to your supervisor monthly. Reimbursement will not be made if receipts are not included. Taxes and tips are not eligible for reimbursement.

Due to new IRS regulations, meal reimbursements for a **DAILY** function are now considered a taxable benefit. The amount you are reimbursed will be shown on your W-2. Meal reimbursements for **OVERNIGHT** functions are not considered a taxable benefit.

Every effort should be made to secure EHOVE transportation.

Supervisors will submit original summaries to the treasurer by the 10th of the following reported month. A calculator tape shall be attached to each individual's reports totaling mileage for a month. Any prepaid items should not be listed. For example: September's report is due by October 10.

NOTE: Mileage will NOT be paid if reports are not turned in on time. For example: If September's report is not in by October 30, it will not be paid.

MONTHLY ACTIVITY/MILEAGE REPORT

PROFESSIONAL LEAVE REIMBURSEMENT

NAME _____

****REMEMBER TO COMPLETE BACK PAGE**

DATE	TIME	DESTINATION/PURPOSE OF VISIT/PERSON CONTACTED	MILEAGE PER VISIT	REGIS. COST	HOTEL	PARKING	MEALS	OTHER
TOTALS								

SUPERVISOR: _____ TOTAL MILEAGE: _____ TOTAL PROFESSIONAL LEAVE COST(INCLUDING MILEAGE):

SUPERINTENDENT: _____ MILEAGE DUE x **IRS Rate*** _____ (ATTACH RECEIPTS)

*See S: Drive for Rate

REPORT FORM FOR PROFESSIONAL LEAVE

Form must be filed with Treasurer for any claims for reimbursement. Claims will not be paid until form is complete. Be sure to complete the other side for reimbursement.

Name of Individual _____ Date _____

Purpose of Meeting _____ Location _____

Activity: (one page) provide a complete summary of professional leave activities that will most contribute to the growth of EHOVE's students through attendance at this meeting.

The EHOVE Career Center Board of Education hereby approves the expenditure of public funds to purchase coffee, meals, refreshments, and other amenities for its officers, guests, and employees in conjunction with meetings held for a public purpose.