



## **Rochester School District Travel Reimbursement Instructions**

All travel receipts and documentation must be submitted within **ten working days** of return. You must submit a copy of your conference registration form or agenda showing the dates, location and times of the conference.

Following are the district travel guidelines that establish the procedures pertaining to travel:

**Meals** Expenses incurred for meals during the period of travel will be reimbursed up to \$12 for breakfast, \$15 for lunch and \$23 for dinner (including tax and gratuity). **Original itemized receipts** are required for reimbursement of **any meal costing \$10.00 or more**. Remember – **a credit card slip is not a receipt**. You must submit the original itemized receipt from the restaurant within **ten working days** of return in order to be reimbursed. No reimbursement for alcoholic beverages.

Reimbursement for meals purchased while NOT in overnight travel status **must be preapproved** by a building administrator or program director and is taxable compensation per IRS regulations and will be added to your monthly salary and subject to federal taxes. **An original itemized receipt is a requirement no matter the dollar amount**. Meals of this type must be submitted on a separate reimbursement form from overnight travel as they are processed through payroll and not accounts payable.

**Mileage** Mileage for the use of your own automobile will be reimbursed at the current rate allowed by the Internal Revenue Service. Carpooling is strongly encouraged when multiple employees are traveling to the same destination. In some circumstances the use of a district van may be required.

Mileage can be claimed for the shortest distance between your work or home and the event location. For example, if you live in Centralia and your conference is in Seattle you can only claim mileage from Rochester. Or, if you live in Centralia and your conference is in Vancouver you can only claim mileage from Centralia.

**Lodging** Actual cost of lodging not to exceed rates set by the State of Washington travel guidelines will be reimbursed upon submission of hotel receipts. This must be submitted within **ten working days** for reimbursement. **Remember – a credit card slip is not a receipt. You must submit the original itemized receipt in order to be reimbursed**. A map of allowable rates can be found on the district website under staff resources. Personal phone calls and other incidentals will not be reimbursed.

When making hotel reservations ask for conference block rates and/or the government rate. Sometimes government rates are less expensive than conference rates and school district employees are considered government employees. Be prepared to show school ID or proof of employment upon check-in.

**Other Costs** Employees are eligible for other travel related costs such as taxi, parking, ferry fees, etc. **An original receipt** must be included for reimbursed regardless of cost.

Within **ten working days** of return complete the Travel Reimbursement form. Attach all necessary receipts as outlined above and submit to Accounts Payable for reimbursement. Any exceptions to the above guidelines must be approved in advance.

**Date: 07/12**