

# General Instructions for Work-Related Mileage and Expenses

This form shall only be used for work-related expenses excluding those related to travel/conference which could include an overnight stay. Expenses for such travel/conference should be documented on the conference envelope form. These guidelines will apply to ALL work-related and travel/conference expenses.

The Board shall provide reimbursement for expenses incurred for travel related to the performance and duties of the District's employees when approved by the employee's supervisor within the budgetary allowance.

## Mileage:

District employees, who in the performance of their regular duties, are required to drive their personal automobiles shall receive an allowance in accordance with the employee handbook or master agreement. All travel must be by a direct travel route. **If you are traveling to multiple locations during the workday, you will be reimbursed for all miles traveled between your first stop and your last stop, prior to going home.** If you are traveling to only one place during the day but it is further than your longest typical first stop, you will be reimbursed for the mileage in excess of the miles to that longest first stop. You must also reduce the claim by the miles from that longest site back to your home as well. For example, if you travel directly from your home to Wayne RESA (30 miles), and your longest typical first stop from home is 10 miles, you can only request reimbursement for 20 miles. You would also receive reimbursement for 20 miles for the end of the workday as well. Reimbursement will be at the prevailing IRS rate per mile. If unusual circumstances prevail, the employee must be adequately document the situation and consult with their supervisor to verbally discuss the expenses prior to submitting the form to the supervisor for approval.

## Meals:

\$45 per day maximum. The suggested breakdown is: Breakfast \$7, Lunch \$13, Dinner \$25. The employee shall use good judgment in selecting restaurants and meals; the reimbursement is being made with public funds. Should the employee have any questions, they should consult with their supervisor in advance. If the workshop/conference includes a meal (e.g., lunch\program banquet), the district will pay the full cost and the emmployee can use the above guidelines for any remaining meals for that day. All detailed receipts are required for reimbursement. There will be no reimbursement for alcoholic beverages.

## Miscellaneous Expense Items:

**Parking Fees:** If personal car use is approved, reimbursement for parking will be made if validated by a receipt. Valet parking will generally not be permitted.

**Other:** Occasionally, an employee will purchase work-related items with their personal funds. If the employee wishes to be reimbursed for such a purchase, the purchase should be pre-approved by the employee's supervisor. Employees shall not use this privilege to circumvent the purchase order process.

## Registration Fees:

Enrollment or registration fees for approved conferences/workshops or organizations related to school goals are to be prepaid by the business office whenever possible. Purchase Orders must be completed at least three weeks in advance of the due date for registration. If you have a district-issued purchasing card, you can also use it to pay for registration fees.

## Expense Report Due Dates:

You are still strongly encouraged to turn in expense reports on a monthly basis. However, the following timelines will be required for receiving reimbursement for expenses. **Forms not submitted to your supervisor for approval by these dates will not be reimbursed.**

<u>Expenses Incurred Through</u>	<u>Expense Report Due Date</u>
July1 - September 30	November 30
October 1 - December 31	February 28
January 1 - March 31	April 30
April 1 - April 30	May 31
May 1 - May 31	June 30
June 1 - June 30	July 31