

Important information for all employees and associates:

To follow is information on the current travel payment and reimbursement limits per board policy #4110. The current expense reimbursement rates are set at:

**Maximum Meal Allowance:**

Breakfast \$16.00

Lunch \$18.00

Dinner \$30.00

(+20% gratuity if applicable)

Reimbursement and charges are only an appropriate expense during necessary travel and conferences for meals, not additional snacks or beverages. Meal expenses will not be reimbursed if the meal is included as part of the conference registration. Exceptions to these rates must have prior approval from the Superintendent or his designee.

Receipts for district purchase card charges or reimbursement requests must have the “itemized” receipt showing details of the purchase or food order included, not just the signed charge slip. It is a requirement that we have this as backup and reimbursement will not be made without a detailed supporting document turned in. Charges must include an adequate description for the expense so the auditors have documentation that the charge was necessary and the business office knows which budget to charge.

Conference request forms with estimated/anticipated expenses must be turned in for approval before the registration is processed. The proper expense reimbursement request forms are posted on the district employee website.

**Lodging Allowance:**

Reimbursement will be limited to the Conference rate, if attending a conference. All other lodging will be limited to \$150/night max; however, exceptions may be made in extenuating circumstances as determined by the Superintendent or his designee.

**Mileage:**

Mileage for necessary travel and conferences will be reimbursed following the yearly amount allowed per mile set by the IRS. Mileage reimbursement request forms are posted on the district employee website.

**The mileage rate set by the IRS for 2025 is 70 cents per mile.**

Reimbursement requests should be submitted monthly. Any request submitted more than two (2) months late may be rejected.