

Travel Reimbursement Claim Form Instructions

The District's travel procedures ensure that employees are reimbursed for the cost of approved District-related travel, that all reimbursed expenses are properly documented and that all reimbursed travel is within the District travel requirements. District-related travel is defined as attendance at conferences, meetings, etc., that require the employee to be absent from their normal place of work.

Submit the Travel Reimbursement Claim Form to Accounts Payable within 30 days of the date of return, complete with all required signatures, account code/codes, a copy of the approved leave request, and a copy of the Conference/Agenda/Registration. Original receipts are required for all travel reimbursements with the exception of mileage and meals.

Mileage

Employees may be entitled to mileage reimbursement when traveling in their own vehicle. Mileage is reimbursable at the applicable Internal Revenue Service rate at the time of travel. To calculate mileage, multiply total miles driven by the current IRS rate.

Meals

Per Diem is reimbursed at the following rates: breakfast \$10, lunch \$12, dinner \$23. Meal per diem will be allowed if the employee is in a continuous travel status for more than 3 hours during the following time periods. Continental Breakfast is considered breakfast.

Breakfast: Between 12:01 am – 10:00 am

Lunch: Between 10:01 am – 3:00 pm

Dinner: Between 3:01 pm – 12:00 am

Lodging

Lodging will be paid using the District Pcard when travel is 60 miles beyond the employee's normal place of work and where the travel requires multiple days. Additional costs associated with higher than single occupancy rates are not allowable. Employees are responsible for all personal expenses such as in-room meals, movies, liquor, etc.

Other Expenses

Registration fees, baggage fees, faxes, parking, taxi/Uber fares, shuttle service and car rental must be purchased using the District Pcard. Obtained using the most economical process available.

Unallowable Expenses

See Procedure 7320-P1 and Procedure 7320-P2