

USD 250 Pittsburg Community Schools

Request for Reimbursement



NAME _____ DATE _____

Building or Department _____

Do Not Complete this Box			
Approved for Reimbursement	_____	Fund #	Name _____
Approved for Reimbursement	_____	Fund #	Name _____
Approved for Reimbursement	_____	Fund #	Name _____
PDC Building Chair Signature	_____		Date _____
State/Fed Fund Administrator	_____	_____	Date _____

Date(s) Expenses Incurred From _____ to _____

Event/Location _____

Nature of Expense(s) _____

1. REGISTRATION - Attach Receipt or Proof of Registration _____

2. TRANSPORTATION

A. Use of Personal Vehicle 0.50¢/mile Total # of Miles _____ \$ _____

Personal mileage will only be approved by the superintendent when a district vehicle is unavailable.

B. District Vehicle Total Fuel Receipts Attached _____

C. Public Transportation Total Receipts Attached _____

3. HOUSING - Attach Statement/Folio _____

4. MEALS - DAY TRIP (Meal Policy at bottom of form) _____

5. MEALS - PER DIEM (Check box if traveling overnight) Day of Departure & Day of Return paid at 75%. _____

6. OTHER

A. _____

B. _____

Total Expenditures \$0.00

Total Reimbursement Requested _____

Submitted by: _____

School/Department 0 Confirmed by: _____

Building Administrator/Supervisor

1. Complete this form and submit it to the appropriate personnel and/or administrator for approval.
2. Transportation - If district vehicle or common carrier, attach gas receipts and enter total.
3. Meals - Day and overnight travel guidelines listed on back of form.
4. All receipts turned in **must be Itemized** receipts.
5. Reimbursement for professional development is based upon pre-approved expenditures and methods of distribution of funds at the building level. See your building PDC representative if you have questions.

USD 250 Business Office _____

USD 250 Pittsburg Community Schools

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Day Travel/Meal Reimbursement:

If approved, a daily stipend may be granted for meals. In this case no receipts are required: Breakfast \$5.00, Lunch \$5.00, Dinner \$10.00. If approved, reimbursement may be made for meals. In this case itemized receipts must be submitted: Breakfast up to \$7.50, Lunch up to \$7.50, Dinner up to \$15.00.

Overnight Travel/Meal Reimbursement:

Only expenditures for meals incurred while on *overnight travel* for school-approved professional development will be reimbursed. The Professional Development Council (PDC) recommends that staff consume meals as provided by hotel accommodations and/or conventions, conferences or other professional development activities.

Reimbursed in the following manner:

- Persons traveling overnight on approved school-related professional development **within the state** are limited to a per diem of \$22 per day. For the day of departure and the day of return, the reimbursement is limited to 75% of the per diem rate or \$16.50.
- Persons traveling overnight on approved school-related professional development **outside the state** are limited to \$30 per diem. For the day of departure and the day of return, the reimbursement is limited to 75% of the per diem rate or \$22.50.
- If the destination city/state (that is the city/state where the night is spent) is in an area deemed by the District (see Appendix) to have a higher per diem, the higher rate will apply. The day of departure and day of return will be paid at 75% of the prevailing per diem.
- All meal expense and gratuities are included in the per diem reimbursement rate.
- No receipts are necessary for reimbursement.
- Employees should not pay for meals of other employees and apply for reimbursement.

Cities/States with Higher Per Diem Rate \$40 Per Diem

See **USD 250 Professional Development Guidelines** for additional information.