

MONONA GROVE SCHOOL DISTRICT

Expense Reimbursement Procedures

The purpose of this policy is to set expectations for a system for reimbursing employees for qualifying business expenses. District personnel will be reimbursed for travel expenses when attending pre-approved meetings and conferences. District personnel must submit an expense reimbursement through Employee Access with original detailed supporting receipts attached within 2 weeks of the expense. Please see Process DOC for Submitting Travel Expense Reimbursement on our website under Staff Resources, Business Services & Human Resources, and Business Travel.

Allowable expenses would include:

- Airfare Expense
- Conference Expense
- Lodging
 - Employees should request state rate for lodging and provide hotel with a tax exempt certificate to provide documentation that they are traveling on school business. The District is not exempt from sales tax charged for out-of-state lodging.
- Meal Reimbursement
 - The District will reimburse the cost of meals when travel outside the District is required.
 - Employees shall not be reimbursed for breakfast if they leave home after 6 a.m. or for lunch, if they return home before noon, or for dinner if they return home before 7 p.m.
 - Meal reimbursement will only be provided if the conference does not include meals.
 - Per Diem allowance will be based on IRS guidelines. Please click on the following link for the Federal Per Diem rates: <http://www.gsa.gov/portal/content/104877>
 - The District will reimburse up to the IRS Per Diem rate with detailed receipts.
- Mileage Reimbursement
 - Reimbursement will be made at the standard mileage rate as determined by the Internal Revenue Service as of the date of travel. Employees are expected to carpool whenever possible.
 - The District does not reimburse commuting miles.
 - Mileage is paid on the “shortest route” basis where the employee’s primary work location is considered the starting and ending point for travel. Travel distance should be calculated using the workplace as origin and destination unless distance to/from actual origin/destination is less. For Example: A staff member, whose primary work location is the District Office, travels from home in Verona to a conference in Wisconsin Dells. The travel distance will be calculated using the staff member’s primary work location, which in this case is the District Office. Another Example; a staff member travels from home in Portage to Wisconsin Dells, the travel distance will be calculated using Portage as the origin.

- Parking
 - Receipts from parking facilities must be provided.
- Taxi/Cab Fare
 - Reasonable charges for taxi service (including standard tip) is reimbursable. If offered, free shuttle service should be used if available. Receipts are required.
- Toll Booth Fees
 - School Districts are not exempt from paying tolls. Receipts are not required for reimbursement.
- Alcohol and tobacco are not an allowable reimbursable expense.
- Other reasonable and necessary school district business-related expenses