

STONINGTON PUBLIC SCHOOLS

Expense Claim Form

Employee Name: _____ Date Submitted: _____

Work Location: _____ Month/Year of Expense: _____

MILEAGE (attach additional sheets if necessary)

DATE	FROM	TO	# OF MILES	PURPOSE
<i>TOTAL MILES</i>				\$.625 per mile = \$

OTHER EXPENSES

DATE	VENDOR/PAYEE	PURPOSE/DESCRIPTION OF ITEMS	AMOUNT
TOTAL OTHER EXPENSES			\$
MILEAGE + OTHER EXPENSE REQUESTED			\$

CERTIFICATION

I hereby certify under penalty of perjury, that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received on account thereof.

Claimant's Signature Date

APPROVAL

Immediate Supervisor Signature Date Budget Code

Director of Finance Signature Date

Expense Reimbursement Guidelines

1. Supervisor approval shall be obtained prior to an expense being incurred.
2. Original, itemized receipts shall be attached to all reimbursement requests. Copies of receipts will not be accepted.
3. Reimbursement requests must be submitted within 30 days of expense. Unless approval is granted by the Director of Finance in advance, no reimbursement requests shall be processed after the fiscal year concludes on June 30th.
4. Reimbursement requests are subject to review and approval by the Business Office.
5. *Mileage Reimbursement:*
 - a. Will be based on the IRS mileage rate.
 - b. Will be reduced by the normal distance traveled to work when the traveler departs from home to attend a meeting, conference, etc.
 - c. Requests will be itemized by date and destination.
6. *Meal Reimbursement:*
 - a. For in-state travel, requests should be reasonable and shall not exceed the following guidelines: Breakfast \$15.00, Lunch \$16.00, Dinner \$28.00.
 - b. For out-of-state travel, requests should be reasonable and not exceed the General Services Administration (GSA) per diem meal rates for the destination location.
 - c. All meals are reimbursed individually within the limits noted above and will not be aggregated. The district will, under no circumstances, reimburse for alcoholic beverages.
 - d. Employees will not be reimbursed for any meal which is provided from another source, including meals provided by conference/workshop, breakfast as part of lodging rate, etc.
 - e. Tipping for meals should be reasonable and should not exceed 18%.
7. *Lodging:*
 - a. Requests should be reasonable and shall not exceed GSA per diem lodging rates for the destination location.
 - b. Lodging taxes, if shown on the receipt, are reimbursable.
 - c. The traveler should make every effort to obtain the lowest cost lodging possible. In the case of a conference, travelers are permitted to stay at the conference hotel.
 - d. Lodging costs that occur prior to the day of departure or after arrival will not be reimbursed unless approved in advance.
8. *Air/Rail Travel:*
 - a. Travelers should purchase the lowest commercial fare available using the most direct route.
 - b. In selecting a commercial fare, travelers should not consider their preference for airline, type of aircraft or connecting airports, but instead choose the lowest fare.
 - c. Travelers may not insist on non-stop flights, as the trip may require one stop or transfer in order to meet the lowest fare requirement.
 - d. Baggage fees will be reimbursed for one (1) piece of checked luggage each way. Excess weight baggage charges will not be reimbursed.
9. *Car Rental:*
 - a. Travelers staying at the conference location will not generally be permitted to submit for the expense of a rental vehicle. Exceptions may be approved by the Director of Finance in advance.
 - b. All traffic or parking citations are the responsibility of the drivers and shall not be reimbursed.
 - c. Other transportation – Reasonable use of taxis, airport shuttles, and ride-sharing to and from the airport terminal and conference site will be reimbursed as long as the lowest cost option is chosen. The cost to and from non-conference events are not reimbursable unless reasonable and approved in advance.