

LEWISTOWN PUBLIC SCHOOLS
TRAVEL REIMBURSEMENT INFORMATION

Complete and sign the following travel reimbursement form (LPS Travel Reimbursement Claim Form) whether you are claiming reimbursement or not. Do not return the form until after you have completed your travel and attached all receipts.

SCHOOL VEHICLES

- A. **School vehicles are to be used when available.** Two weeks before you plan to travel request a school vehicle on the District website from a school computer (<http://www.lewistown.k12.mt.us>) using links Staff Resources and Request District Vehicle.
1. Choose a vehicle and check availability
 2. Complete the online vehicle request form. The transportation director will send a vehicle use approval notice to you and your supervisor. (If the website is down please contact the transportation director at 535-3287 to reserve a vehicle.)
- B. **When traveling in a school vehicle:**
- Conoco/Exxon fuel cards with instructions on use are in the glove box of the school vehicle. NOTE: You will need your building number plus your Long Distance Code to use the fuel cards.
 - Fuel the vehicle using the fuel credit card in the vehicle before returning it to the Bus Barn.
 - Attach fuel credit card receipts to your reimbursement form—**DO NOT LEAVE IN VEHICLE.**
- C. **Personal Vehicle Use** - If you choose to use your personal vehicle when a school vehicle is available you will be reimbursed at the current percentage of the State Rate per mile **only with prior approval of the superintendent.** A fuel receipt is not required when a personal vehicle is used.

LODGING

- A. REMINDER – Be sure to request State Rates when making reservations. With the high cost of motels we need to be conscious of the expenses at motels and hotels. As with all purchases lodging requests and other arrangements for lodging require **prior** approval of your administrator.
- B. Reimbursement for lodging requires a receipt and will be based on **double occupancy** when possible and on **state rates** unless **prior** approval for other arrangements is given.

MEALS

- A. Meal allowances are not dependent upon actual out of pocket expenses; therefore a receipt is not required to obtain reimbursement but only for meals not otherwise paid for. Meal allowances will be paid at state rates.
- B. Attach an itinerary of your workshop or meeting. You **will not be reimbursed** for meals provided as part of workshops or conferences where there is no out-of-pocket expense.
- C. Additional Criteria for Meal Reimbursement - An employee who has been approved to travel outside the district may claim meal reimbursements for unprovided meals as stated in the reimbursement schedule under the following conditions:
1. **Morning Meal:**
 - a. If the employee has to leave for a business site prior to 6:00 a.m.
 2. **Midday Meal:**
 - a. If the employee has conducted approved district business during the morning hours and is scheduled to continue such business after the midday lunch period, or
 - b. If the employee is in authorized transit during the entire normal lunch period.
 3. **Evening Meal:**
 - a. If the employee is scheduled to continue district business after 6:00 p.m. (i.e. after evening meal or next day), or
 - b. If the employee is in authorized transit after 6:00 p.m.

ADDITIONAL COMMENTS:

- Attach all necessary receipts to your reimbursement form. This is particularly true of additional expenses for parking, car rentals, taxi's, etc. You will not be reimbursed without the proper receipts and all necessary paperwork.
- Send your reimbursement form and receipts to your Building Administrator to be processed for payment immediately upon return from your trip.

JUNE TRAVEL

- Please submit all reimbursement forms immediately upon your return to Lewistown. Requests for reimbursement for travel in late June must be paid prior to June 30 (fiscal year-end).