

Revised: 07-01-09

**INDEPENDENT SCHOOL DISTRICT NO. 482
LITTLE FALLS COMMUNITY SCHOOLS**

The following guidelines and procedures are to be followed for reimbursement of employee expenses incurred that relate to District programs. This includes, but is not limited to, mileage and travel expenses and incidental supplies purchased by an employee to be used in District programs.

Employees must submit their reimbursable expenses on an Employee Mileage and Expense Form and submit the form to their Building/Program Administrator for approval. **Receipts documenting all expenses incurred must be included with the form in order for expenses to be approved for reimbursement.** If an employee is requesting the total per diem amount for meals, receipts do not have to be attached. After approval by the Building/Program Administrator, the form should be sent to the Business Office for approval and payment. All requests for reimbursement should be submitted no later than 30 days after they are incurred.

Travel and Meeting Expenses

All travel by persons other than administrators and School Board members must be discussed with the immediate supervisor and be pre-approved. The following allowances will be used for reimbursement of expenses:

1. **Mileage.** Mileage for use of a personal car will be paid at the established IRS reimbursed rate and will fluctuate up **AND** down accordingly.
2. **Lodging.** Room costs will be paid for district representatives only. Billing of room costs directly to the District should be arranged before departure. Attempts should be made to find adequate accommodations at the most reasonable rates. If reasonable, the District may require sharing of rooms. **If an employee chooses to stay with family/friends no reimbursement will be made for lodging.**
3. **Meals.** Meal costs will be paid for District representatives only. Effective July 1, 2009, maximum meal allowances (including sales tax and gratuities) are as follows:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	<u>\$25.00</u>
TOTAL PER DIEM	\$50.00

Individual meal reimbursements will not exceed the amounts listed above. Receipts for individual meals are required. Total per diems cannot be requested for meetings/conferences that do not require a full day's attendance. A full day is interpreted to mean a departure prior to 6:00 am and arrival after 6:00 pm or a presence out of the district between those hours. No reimbursement will be made by the District for alcoholic beverages. No meal allowances will be paid for meals included as part of the registration fee. Other than School Board committee, special, and planning meetings, no reimbursements will be paid for meals in the District if during normal working hours.

4. **Registration Fees.** Registration fees of District representatives will be paid by the District for approved meetings.
5. **Miscellaneous.** Parking fees and other incidental expenses will be reimbursed only if accompanied by verifiable receipts.