



# ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

<b>PROCEDURE</b>	<b>Mileage &amp; Travel Reimbursement PROCEDURES</b>		
<b>SECTION</b>	<b>Non-Instructional Operations</b>	<b>CODE</b>	<b>F1R</b>

**Last Updated:** April 9, 2019; 2/2020; 10/2022

The following procedure applies to all reimbursements related to travel, including mileage, meals, lodging, airfare, rail travel, parking fees, taxi fees or car rental.

1. All staff must complete a Purchase Requisition Form and attach documentation to support the reimbursement request. These forms must be submitted, and a valid approved Purchase Order (PO) must be received in return, prior to making any travel arrangements or incurring any costs. **Please note: any individual incurring unauthorized costs or making travel arrangements assumes personal responsibility for the cost without reimbursement. Unauthorized means no PO was generated prior to the arrangements being made or costs incurred.**
2. Employees should allow at least 5 days to process a purchase requisition prior to receiving an approved PO. Completed Purchase Requisition forms should be submitted to the appropriate person that can enter them in the accounting software.
  - a. **If reimbursement is expected from a Federal Grant, you must follow the required Federal Procurement policy and procedure.**

The following is a guideline for who can enter Requisitions:

- Technology Purchases – Betsy Sullivan, VUHS
- Special Education (including IDEA-B) and Early Education – Rachel Cornellier, Central Office
- Operations and Maintenance – Debbi Smith
- Grants excluding IDEA-B – TBD
- Professional Development and Superintendent/Board – Glory Martin at Central Office
- Child Nutrition – Kathy Alexander at Central Office
- All other Central Office purchasing – Glory Martin at Central Office
- All other school-based purchasing – Building Administrative Assistants at each school

3. Once a valid PO is obtained and costs have been incurred staff must submit a completed ANWSD Reimbursement Request Form, with attached detailed receipts/invoices, and the PO to the Administrative Assistant. The ANWSD Reimbursement Request Form includes: Page 1, which is the summary of the total reimbursement, including the employee and approval

signature, Page 2, which is a Mileage/Travel Log, and Page 3, other Travel Expense Worksheet. Mileage reimbursements will be made in accordance with tax exemption stipulations outlined by the Internal Revenue Service for those purposes, including reimbursement rates. The reimbursement rate for mileage is stated at the bottom of the Mileage/Travel Log. Reimbursement rates for meals and lodging will be based on the annual rates published on [www.gsa.gov](http://www.gsa.gov). Instructions can be found at the bottom of the Travel Expense Worksheet. Please note that meals will not be reimbursed for professional development purposes unless an overnight stay is required. **All reimbursements should be turned in for payment, no later than 60 days after the date of the event or receipt. If they're turned in after 60 days, they will be processed through payroll and treated as taxable income. This requirement is based on the Internal Revenue Service's statement that 60 days is "within a reasonable amount of time" in 26 CFR 1.62-2.**