

WHAT EXPENSES CAN I CLAIM?

EXPENSE	ELIGIBLE	EXPLANATION OF EXPENSE
REGISTRATION	YES	MUST ATTACH A COPY OF THE CONFERENCE/WORKSHOP FLIER OR SUPPORTING INFORMATION FROM A WEBSITE TO FRONTLINE (MY INFO-MY FILE LIBRARY)
TRANSPORTATION	YES	PLANE TICKETS, CAR RENTAL, TAXI, PARKING, AND MILEAGE IF TRAVELING WITH PERSONAL VEHICLE
HOTEL	YES	HOTEL/MOTEL FOR MULTI-DAY CONFERENCES/MEETINGS
	YES	THE NIGHT BEFORE A CONFERENCE. IF, CONFERENCE IS MORE THAN 100 MILES FROM DSC CENTRAL OFFICE AND HAS A START TIME 8:45 OR EARLIER
	NO	INTERNET CONNECTION
	NO	THE NIGHT BEFORE A ONE DAY CONFERENCE LESS THAN 100 MILES OF DSC CENTRAL OFFICE
	NO	MOVIES OR ANY OTHER ENTERTAINMENT
	NO	PERSONAL TELEPHONE CALLS
	NO	YOU MAY NOT APPLY APPROVED HOTEL EXPENSE TO A LARGER ROOM TO ACCOMMODATE FAMILY OR FRIENDS. APPROVED EXPENSES ARE FOR DSC EMPLOYEES ONLY
MEALS	YES	MUST REMAIN WITHIN THE MEAL ALLOWANCE (\$55 PER DAY/ \$10 LUNCH FOR LOCAL PD WHEN LUNCH IS NOT SERVED) AND MAY ONLY SUBMIT A MAXIMUM OF 4 RECEIPTS PER DAY. ALSO, MEAL ALLOWANCE INCLUDES TIP.
	NO	ALCOHOLIC BEVERAGES
	NO	DINNER REIMBURSEMENT THE NIGHT BEFORE THE SEMINAR WHEN STAYING WITH FRIENDS AND/OR FAMILY
	NO	MEALS PRIOR TO THE START OF CONFERENCE
	NO	MEALS AFTER THE END OF A CONFERENCE
	NO	IF MEALS ARE PROVIDED AT THE CONFERENCE
	NO	MEALS FOR ANYONE OTHER THAN THE EMPLOYEE ATTENDING THE CONFERENCE
MILEAGE	YES	FROM EMPLOYEES SCHOOL TO THE CONFERENCE/WORKSHOP AND BACK TO EMPLOYEES SCHOOL A COPY OF MAPQUEST/GOOGLE MAPS MUST BE UPLOADED INTO FRONTLINE (MY INFO-MY FILE LIBRARY) SUPPORTING THE REQUESTED MILEAGE REIMBURSEMENT AN ODOMETER READING AND/OR A COPY OF TH MAPQUEST/GOOGLE MAP MUST BE ATTACHED TO THE SPECIAL MILEAGE FORM
	NO	MULTIPLE INDIVIDUALS ATTENDING SAME CONFERENCE TO GET REIMBURSED FOR MILEAGE DUE TO DRIVING THEMSELVES FOR PERSONAL REASONS *IT IS POSSIBLE, IF MULTIPLE EMPLOYEES ARE ATTENDING THE SAME CONFERENCE A CORPORATION VEHICLE WILL BE PROVIDED OR THE INDIVIDUALS MAY HAVE TO CARPOOL.*

IMPORTANT: PLEASE NOTE ALL APPROVED EXPENSES ARE FOR DSC EMPLOYEES ONLY. YOU MAY NOT APPLY APPROVED EXPENSE AMOUNTS TOWARDS ANY PERSONAL VENTURE. (I.E. HOTEL EXPENSE IS APPROVED FOR \$700 DOES NOT MEAN YOU CAN PUT THAT TOWARDS A LARGER ROOM FOR A FAMILY VACATION. THE \$700 EXPENSE WOULD BE FOR THE DSC EMPLOYEE'S SINGLE OCCUPANCY ROOM.)