

AFSA High School

District 4074

412 EXPENSE REIMBURSEMENT RATES

(Board policy # 412 authorizes the school director to set rates and reimbursement procedures)

Reimbursement Rates:

Transportation and Lodging:

Expenses for travel must be approved a minimum of one-week in advance of planned school-related travel. As a general rule, travel plans should be at economy fares for transportation and lodging.

Meals:

Meals will be reimbursed for approved out of town travel, approved workshops, conferences that extend through meal hours, or other approved travel situations. Actual expenses will be reimbursed up to a maximum of:

Breakfast	\$6.00 (will be paid if the travel begins before 6:30 am and the return will be after 10:00 am)
Lunch	\$10.00 (will be paid if the travel begins before 10:00 am or returns after 3:00 pm)
Dinner	\$14.00 (will be paid if the travel begins before 3:00 pm and the return will be after 9:00 pm)

Mileage:

Mileage reimbursement will follow IRS guidelines, the rate as of 1/1/06 is \$.445/per mile. AFSA staff should request and use a school vehicle for school-related travel. Mileage for personal vehicle use will not be reimbursed if an AFSA vehicle is available.

Reimbursement Requests:

Requests will be initiated with the Reimbursement Requisition form. This form can be found electronically on STAFF/FORMS/PURCHASING or hard copies can be found in the copy room. Receipts must be attached and the form signed by the staff member requesting the reimbursement.

Processing Requests:

Reimbursements will normally be processed on about the 15th and 30th of each month.