

## **Employee Reimbursement Process Overview**

- **Per Diem** – a daily allowance for meals while an employee travels overnight in connection with one's work at a distance from one's home or regular job assignment.
- **IRS Standard Mileage Rate for Business** – an annual rate used for reimbursement calculated by the IRS based on an annual study of the fixed and variable costs of operating an automobile.
- Travel must be approved by the staff member's school or program administrator.
- Meals offered at conferences and hotels reduce per diem allowances. The Business Office uses the GSA (General Services Administration) Per Diem Rates to calculate per diem allowances for trips spanning multiple days.
- Mileage is reimbursed according to Internal Revenue Service (IRS) regulations and rates. As rates change each calendar year, staff should take care to ensure they are using the correct form that coincides with their dates of travel.
- If traveling to a conference or workshop please include proof of attendance with your reimbursement paperwork. Employees will receive reimbursement(s) after returning from conference.
- Expense reimbursement and per diem requests should be submitted to Accounts Payable within 60 days of the expense to conform with IRS guidelines. District Business Office preference is for requests to be submitted monthly.

## **Mileage/ Employee Reimbursement Form Instructions**

- Step1: complete the form with your name, building, position, supervisor
- Step2: fill in your dates of travel, departure and arrival, mileage total, and business purpose
- Step 3: the form will auto calculate the miles traveled times the mileage rate found at the top of the form
- Step 4: add parking or other business-related expenses to the table below mileage
- Step 5: the form will auto calculate the total for all reimbursements
- Step 6: sign and date the form; then have your supervisor sign and date as approver
- NOTE: when submitting the Mileage / Employee Expense Reimbursement form to Accounts Payable at [ap@scappoose.k12.or.us](mailto:ap@scappoose.k12.or.us) please include the following: complete, signed and approved, Mileage / Employee Expense Reimbursement form; google or MapQuest driving directions, with start and end point; and parking, or other expense receipts