

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.

Per Diem Form Instructions

- Step 1: complete the form with your name, building, position and supervisor
- Step2: add dates of travel
- Step3: visit the GSA per diem website and search the location you are **traveling to**
- Step 4: return to the per diem form and input GSA per diem amounts
- Step 5: review conference/workshop schedule to see if any meals are included
- Step 6: add per diem amounts into the table chart on per diem form
- Step 7: sign and date the form; submit to your supervisor for approval (sign and date)
- NOTE: when submitting the per diem form to Accounts Payable >> ap@scappoose.k12.or.us please include the following; signed and completed per diem form, conference schedule, conference registration, GSA per diem rates from the website, and hotel reservation (if applicable)