

# Genesee Joint School District No.282

## *Employee Expense/Reimbursement Procedures*

A District employee may be reimbursed for travel expenses while traveling outside of the District and engaged in official District business. All travel expenses must be reported on the District-approved travel voucher form and approval must be granted prior to traveling by the Superintendent via District purchase order.

**Hotel:** If possible, a purchase order number will be used to allow the hotel to direct bill the district OR if available, a District Credit Card will be provided to pay for the accommodations. The employee will assume the responsibility of proper use and care of said card. A receipt from the hotel must be turned into the office. Only room charges and any required parking fees will be paid by the District. No telephone calls, movies or room service is reimbursable.

**Travel:** Whenever travel is necessary to attend a workshop, conference or meeting, and a District owned vehicle is unavailable, mileage will be paid at a rate of 53.5 cents per mile or airfare, whichever is less. When approved, airline travel arrangements will be made by the clerk.

**Meals:** Employee meal expenses will be reimbursed to an Employee upon submission of the Travel Reimbursement claim with required receipts, subject to the maximum per diem rates as outlined below.

### **Per Diem/Meal Reimbursement Limits**

- \$30.00 maximum per day, in State; \$35.00 maximum per day, out of State.
- Partial day meal reimbursement allowances will be:
  - \$7.00 Breakfast, \$9.00 Lunch, \$14.00 Dinner – In State
  - \$8.50 Breakfast, \$10.50 Lunch, \$16.00 Dinner – Out of State

**Within three school days** of employee's return from any travel event, this claim form must be completed and turned into the District office along with receipts indicating the date, purpose, and nature of the expense for each claim item and any appropriate travel expense attached. If reimbursement is due, employee will be reimbursed by the District via petty cash check or District check, depending on amount.

**Employees will not be reimbursed for expenses made without providing itemized receipts\*, or for expenses incurred outside of the stated limits.** \*Failure to provide a detailed receipt will make the expense non-reimbursable. However, in exceptional circumstances, a claim without a proper receipt may be allowed with written documentation explaining the exceptional circumstances which will be maintained as part of the District's record of the claim and is up to the Superintendent's discretion.

Questions concerning this procedure should be addressed to the Superintendent.

**Genesee Joint School District No. 282**  
**Expense/Reimbursement Form**

Employee Name:

\_\_\_\_\_

Purchase Order No:

\_\_\_\_\_

Departure Date:

\_\_\_\_\_

Purpose:

Return Date:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I hereby certify that the expenses listed herein are the actual amounts expended.

Date(s)	Category	Description	Paid via:	Amount
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Total Expenses: \_\_\_\_\_

Advances: \_\_\_\_\_

Due/Returned: \_\_\_\_\_

Note: When pre-approved, mileage will be reimbursed at the rate of 53.5 cents/mile if school car is unavailable for use and personal vehicle is utilized for travel. Multiply number of miles driven by mileage rate, and enter the total amount in a column above. Attach all receipts for approved expenses for meals, lodging, travel fees and airfare.

I hereby certify that the expenses listed herein are the actual amounts expended:

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_