Director Procedure Number: DP108
Title: Job Related Expenses
Section: Personnel – All Employees – General

Job Related Expenses

Mileage Reimbursement

EASTERN will pay a standard rate per mile to employees for official travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS, is in lieu of all actual automobile expenses such as fuel, towing charges, repairs, replacements, tires, depreciation, insurance, etc.

In addition to the standard mileage allowance, necessary and reasonable charges for the following automobile-related expenses are allowed: tolls, ferry, parking, bridge, and tunnel charges. Traffic ticket and parking ticket expenses will not be reimbursed.

For mileage in and around the school or for mileage related to conference attendance an employee must complete an Expense Report. Once completed, the report should be submitted to the Business Manager.

Meal Reimbursement

EASTERN employees engage in approved out-of-town or overnight travel on behalf of the school may be reimbursed for meals at the following rate:

- Breakfast $16
- Lunch $17
- Dinner $31

Meals are not reimbursable when the meal is included with the airline ticket, hotel reservations, or provided as part of the conference registration.

Alcoholic beverages are not allowable expenses.

Gratuity exceeding 20% is not an allowable expense.

Meals for guests who are not EASTERN employees are not allowable expenses unless pre-approved by the Executive Director.

Allowances indicated are per meal and include gratuity. Any expenses in excess of the allowance are not reimbursable.

All original receipts must be attached to the Statement of Conference Expense form and submitted to the business office. If two or more employee meals are on the same receipt, please write the names of the employees on the receipt.

Adopted: 3/13/13
Revised: 8/7/19
Revised: 9/14/22