

***To request any reimbursements for workshops/conferences attended (i.e. meals, mileage, registrations, fee, hotel) a copy of the workshop brochure/schedule must be attached.**

Meals

For trips **NOT requiring** an overnight stay, ONLY the following meals may be reimbursed:

Breakfast (if departing PRIOR TO 6 a.m.)

Lunch (NOT reimbursable for trips which do NOT require an overnight stay)

Dinner (if returning after 8 p.m.)

For trips **requiring** an overnight stay, ONLY the following meals may be reimbursed:

Breakfast (on the day of departure, IF leaving home PRIOR to 6 a.m.)

(all other days for which breakfast is not provided by the conferences/workshops)

Lunch (on the day of departure, IF departing PRIOR to 10 a.m.)

(on the day of return, IF returning AFTER 2 p.m.)

(all other days for which breakfast is not provided by the conferences/workshops)

Dinner (on the day of departure, IF departing PRIOR to 5 p.m.)

(on the day of return, IF returning AFTER 8 p.m.)

(all other days for which breakfast is not provided by the conferences/workshops)

If the workshop/conference supplies a meal (or meals), you may NOT request reimbursement for that meal, even if you choose not to participate and eat at another establishment, unless dietary restrictions prohibit it.

Mileage reimbursement

Use of personal vehicle for school business is reimbursed at the current mileage rate set by the IRS, as an alternative the county car is available.

A claim for mileage reimbursement (if NOT one of the board approved standard mileages on the attached form) MUST have an attached copy of MapQuest indicating the total miles from your place of work to your destination using the following rules:

If you begin the trip from your work location, the mileage is to be calculated from the work location to the destination.

Any mileage accrued while at your workshop/conference is NOT reimbursable, unless the travel is REQUIRED by the conference/workshop (i.e. having to drive to another location for a class/session, etc.) Support documentation must be attached.

Lodging

Accommodations should provide normal comforts and service and be close to the area in which business is to be conducted. Hotel receipts must be attached with reimbursement request.

Registration Fee

Registration fees related to the conference or workshop to be attended are reimbursable. Please attach a copy of the fee registration form, or other documentation which indicates the amount. If these fees contain one or more meals, do not include that amount in any meals requests.

Airfare

Coach Class is the standard airline accommodation. Reservations should be made sufficiently in advance to take advantage of discount rates. When coach accommodations are not available, the next higher priced available accommodations may be used in emergency situations if the airline reflects that coach class was not available. Transportation receipts must be attached with the reimbursement request.

Other

To include other estimate expenses such as parking, baggage, taxis, ground transportation from airport, etc. Please note that customary and reasonable charges for baggage are \$1 per bag. Receipts required for amounts greater than \$15.