Rutland City Public Schools

REQUEST FOR REIMBURSEMENT OF EXPENSES

Mileage Rates Effective July 1, 2026– December 31, 2026

TO: Rutland City Public Schools Business Office Date of Request: _____

MAKE CHECK PAYABLE TO: _____
(PRINT LEGAL NAME)

Reason for Reimbursement: _____

Conference Title & Location: _____

**** Proof of Attendance and Agenda are Required Documentation ****

On Date(s) _____ through _____

EXPENSES: **MILEAGE**

Out-of-District: _____ miles at 76 Cents per mile $_____

LOCAL*: _____ miles at 76 Cents per mile **SUBMIT MONTHLY** $_____

***ATTACH ITEMIZED LOCAL MILEAGE LOG (Page 4) to this reimbursement form.**

Meals: (**See meal allowance guidelines on Page 2.**) $_____

Lodging: $_____

Misc. Receipts: _____ $_____

_____ $_____

TOTAL $_____

I hereby affirm that the above is a true statement of necessary expenses incurred by me on school business.

Employee's Signature: _____

School / Position: _____

Administrator's Signature of Approval: _____

Central Office Approval Signature: _____

CHARGE TO:	$_____	$_____	$_____	$_____
FUND:	_____	_____	_____	_____
LOCATION:	_____	_____	_____	_____
FUNCTION:	_____	_____	_____	_____
OBJECT:	_____	_____	_____	_____
PROGRAM:	_____	_____	_____	_____

*ALL REIMBURSEMENTS ARE **SUBJECT TO ADMINISTRATIVE PROCEDURES** on Page 2 of this FORM.*

***NO** REIMBURSEMENTS WILL BE ISSUED WITHOUT THE APPROPRIATE RECEIPTS ATTACHED.*

ADMINISTRATIVE PROCEDURES for REIMBURSEMENT OF EXPENSES Jan 2026

Rutland City Public Schools

These procedures outline expenses for which employees may be reimbursed and how to request reimbursement. These procedures and rates are based on VERMONT STATE GUIDELINES and are subject to change.

GENERAL GUIDELINES

Only actual and necessary expenses incurred for in RCPS business by someone acting for RCPS will be reimbursed. Reimbursable expenses include: lodging, meals, mileage, parking, tolls, taxis, Uber, and Lyft. Expenses that are **NOT** reimbursable include: extra meals, entertainment charges, alcoholic beverages, and personal expenses. Vermont State Sales Taxes will NOT be reimbursed.

The Superintendent makes final decisions in any dispute or question about reimbursable business travel expense. The Superintendent may authorize an exception from these guidelines in advance when, in their judgment, such action is justified.

Employees often use or front their own money for expenses when traveling. Requests for reimbursement should be submitted as soon as possible after traveling and within 60 days. For business travel just before year end, timely reporting is very important.

DOCUMENTATION

Reimbursement requests must be: 1) fully justified; 2) submitted on a Rutland City Public Schools *Request for Reimbursement* Form; and 3) accompanied by itemized receipts. Expenditures that are grant funded require a Conference Agenda or program of study to tie the content back to the approved grant strategy. Proof of attendance is required for the same reason (certificate or sign in sheet).

DEADLINE FOR REIMBURSEMENT

To ensure payment and reporting in the same fiscal year when an event occurs, requests for reimbursement should be submitted as soon as possible following the event, with one exception: ***local mileage*** reimbursement requests must be submitted ***monthly.***

ALLOWABLE EXPENSES

When an employee is away from the workplace on official duty, they can be reimbursed for actual expenses incurred for travel accommodations, meals, parking, tolls, and other incidentals, ***subject to maximums described below***. Expenses are paid from the employee's school budget or from an applicable grant, if the travel purpose qualifies for grant funding.

LODGING AND MEALS

Many hotels offer a ***special rate*** for education, government or conferences. All RCPS employees ***must request the reduced rate*** for lodging if applicable. Reimbursement for lodging is also limited to the rate charged for a single room.

If meals are included in a conference registration fee that is paid by RCPS, then employees will ***not*** be reimbursed additionally for those meals.

Employees can be reimbursed for actual meal expenses up to the maximum amounts set forth below. Starting in 2023, meal reimbursement is limited to rates established the General Services Administration (GSA) by location.

Meal reimbursement rates for ***actual meal expenses incurred*** will **be *no less than the "Standard Rate" for Vermont***. Currently, those rates are: Breakfast at **$16.00**; Lunch at **$19.00**; and Dinner at **$28.00**. Higher dollar limits for meals may apply for travel in other locations. Dollar limits per meal by city are on the GSA website: https://www.gsa.gov/travel/plan-book/per-diem-rates

There is **NO REIMBURSEMENT for the cost of alcoholic beverages** that might be consumed during business travel.

Reimbursement for other work-related expenses that are not covered above, and that arise from an emergency or unusual situation, can be made at the sole discretion of the Superintendent, based on a written request for reimbursement from an employee. Such requests must document the nature and amount of the expense, the date when it occurred, written justification, & receipts.

MILEAGE REIMBURSEMENT

Employees can be reimbursed for the use of their privately-owned vehicle at a rate established by the IRS for business travel in an authorized automobile. Eligible mileage is what is actually and necessarily traveled for official duties. A rate of **76 cents per mile** applies for work-related travel from **July 1, 2026 – December 31, 2026**. During the school year, mileage to/from conferences, etc. will be paid from your work location. During school vacations, mileage will be paid from your home. No reimbursement for mileage is paid for travel in an RCPS owned, leased, or rented vehicle.

FINANCING OF BUSINESS EXPENSES

Employees should make payment arrangements in advance through the use of purchase orders and direct billing when reserving conference space and/or lodging. Employees are expected to front the cost of business expenses not covered by purchase orders or direct billing. Monetary advances for business travel are only available in **extenuating circumstances**.

RUTLAND PUBLIC SCHOOLS
MILEAGE LOG

STAFF NAME_____ MONTH_____ SCHOOL_____

DATE	MILEAGE	DESTINATION	PERSON OR FUNCTION VISITED

NAME_____ SCHOOL_____

DESTINATION_____ DATE SUBMITTED_____

MAXIMUM ALLOWABLE MEAL REIMBURSEMNET RATES

	IN-State	OUT-of-State
Breakfast	$16.00	gsa.gov/travel
Lunch	$19.00	
Dinner	$28.00	

DATE	PLEASE SPECIFIY Breakfast, Lunch, or Dinner	# of People	Location (IN or OUT of State)	Receipt (amount)	Allowed Amount	Reimburse	Comments

NO REIMBURSEMENTS ARE ALLOWED FOR ALCHOLIC BEVERAGES