

Six things to know about employee reimbursement.

1. Meal Allowances (Alcohol can never be expensed).
 - a. Breakfast – Maximum allowable Cost is \$11.00
 - b. Lunch - Maximum allowable Cost is \$12.00
 - c. Supper - Maximum allowable Cost is \$21.00

2. Travel Allowances.

If you are driving your own vehicle, the reimbursement rate per mile is based on the IRS reimbursement rate.

3. Whether you bought food, lodging or anything else, detailed receipts are needed. Detailed receipt must show both what you bought and the individual cost. This is for auditing purposes. We must be able to show what was paid for using public funds. See attached example.

4. Electronic Employee Expense Form is on the District Web-site:
 - Staff Resources →
 - Processes & Forms (Travel Reimbursement) →
 - Reimbursement Forms →
 - Employee Travel Expense Form →

Form comes up called “Employee Report of Travel Expense”. As you go into the fields of breakfast, lunch, and supper, it will give you the maximum allowable cost.

5. Don’t forget that your Supervisor’s Signature is needed.

6. The District Office will need to receive your Expense Form by the last day of the month to ensure reimbursement at the upcoming monthly Board Meeting.