

# BRANDYWINE COMMUNITY SCHOOLS

## REIMBURSEMENT GUIDELINES

**3/15/2011**

The school district shall pay the expenses of any employee on school business outside the school district when the trip has been approved by the appropriate administrator at least 10 days in advance. Requests for “authorized” expenses shall be processed when submitted on a reimbursement request form. Actual approved costs of rooms, meals, and other expenses necessary to the conduct of school business shall be listed on forms provided and shall be supported by “original” receipts. Efforts should be made to share travel, sharing the school van and accommodations when feasible. Lodging should be obtained at the most reasonable cost.

<b>Permissible Expenses</b>	<b>Excluded Expenses</b>
<b><u>Accommodations</u></b> *If sharing with someone who is not an employee of Brandywine, attending the same event, the reimbursement will equal the total cost divided by the number of People sharing the room.	*Movies *Personal telephone calls *Extra charges for additional guests in the room *Accommodations for a conference less than 175 miles from Niles will not be reimbursed for a one day conference.
<b><u>Mileage</u></b> *The miles submitted should be the lesser of the distance from the actual starting point (work or home) to the destination. Miles as estimated by an online mapping service such as MapQuest are acceptable.	*Side trips not related to school business. *Gasoline unless travel is by rental car or the school van. *Miles driven between school buildings
<b><u>Meals</u></b> *One person may pay for and be reimbursed for meals for all members of the group as long as all names are listed on the itemized receipt. Tax and up to a 15% gratuity, rounded up to the nearest dollar.	*Alcohol and any tax or gratuity associated with its cost *Gratuities in excess of 15%
<b><u>Parking, taxis, and tolls</u></b> *If itemized receipts are not available submit an itemized list	
<b><u>Registration Fees</u></b> *Registration and all associated fees must be pre-approved	*Memberships *Books, school supplies, etc.

1. Receipts must be itemized. Limited exceptions will be made for a meal with a total cost (including tax and tip) of \$8 or less as long as the date, place, items and amount are recorded and attached with other receipts.
2. Books or other classroom items may not be included on the Reimbursement Request Form for Out-of-District expenses. They may be purchased only with prior approval and on a purchase order unless other arrangements are made.
3. If a receipt includes your full credit card number, you may submit a copy covering the number with black marker or correction tape.)
4. Daily meal expense: Up to a daily maximum of \$24.00. Many hotels now offer continental breakfast. This should be used when possible. (15% maximum gratuity will be reimbursed)
5. The school van should be the first choice in method of transportation for more than one person. If a person chooses to drive separately from the van group they will not be reimbursed for mileage expense.
6. Board approved mileage: 37.5 cents per mile for approved trips
7. The conference attendance request form must be submitted and approved at least 10 days prior to a conference and needs to include the registration form and/or an outline of the conference.
8. The conference expense reimbursement form must be submitted within 10 days after the conference to be eligible for reimbursement and needs to include the agenda, sign in sheet or other evidence of attendance.
9. Hotel accommodations will not be reimbursed for conferences that are closer than 175 miles for a one day conference. If the conference is longer than one day and it is closer than 175 miles, accommodations will not be allowed the evening before the conference. If the conference is a reasonable distance from Niles and it is more than one day, accommodations will be allowed the evening of the first full day conference.