

# **ROMULUS COMMUNITY SCHOOLS**

## ***Reimbursement for Mileage and Conference/Workshop Expenses***

### **Mileage**

In cases when multiple employees attend the same event, car pooling is encouraged. District employees will be reimbursed for approved work-related miles driven using their personal vehicle. Reimbursement will be paid at the IRS determined standard mileage rate in effect at the time the miles were driven (the IRS establishes this rate annually).

The IRS stipulates that mileage reimbursement will be made only for mileage driven between the District and your destination.

Employees should complete supplemental pages if additional space is needed on the Mileage Reimbursement Form.

### **Conference/Workshop Related Expenses**

Employees must submit an Educational Conference Request Form two weeks prior to an event when seeking approval to attend conferences. Please ensure the form is completed in its entirety with an appropriate account number. Please attach a copy of the conference registration form. Both forms must be approved by your Building Administrator/Director and the Director of Curriculum.

*There will be no advances for travel expenses.*

District employees will be reimbursed for approved expenses incurred while attending a conference or workshop. Detailed receipts are required for reimbursement.

Airfare is allowed at the lowest available economy class rate. Mileage, in lieu of airfare, is limited to actual round trip mileage at the IRS rate per mile, or the lowest available airfare rate, whichever is less. Actual expenses for rental cars for use at the destination are reimbursable if necessary to the purpose of the trip. Taxi or public transportation is allowable at actual cost.

If the event you are attending is over 125 miles (using the District as the home base) and this event starts the next morning, then you may request an overnight stay. Otherwise, the event must require an overnight stay to be eligible for reimbursement of accommodations. Lodging costs should not exceed the lowest single room rate charged by the hotel. The District is a tax-exempt organization; therefore, accommodations must be paid for by the District to ensure sales tax is not charged. Employees paying with their own credit cards will not be reimbursed for sales tax.

In-room movies, mini-bar charges, concierge services, personal telephone calls and other in-room services are not reimbursable.

Parking fees will be reimbursed; however, valet parking is generally not permitted.

The daily meals maximum is \$45 (\$10 for breakfast, \$15 for lunch, and \$20 for dinner). If a conference/workshop includes any meals, the daily allowance for that meal type will be

deducted from the daily maximum of \$45 (i.e. if lunch is provided at a conference, the daily maximum will be reduced to \$30). Under no circumstances will alcoholic beverages be reimbursed. Tips should not exceed 15%.

### **Reimbursement Request Due Dates**

**Generally, reimbursement requests must be greater than \$10 to be processed by the Business Office. If reimbursement is less than \$10, please contact the Business Office.**

#### **Local Travel Reimbursement Requests**

Local travel reimbursement requests greater than \$10 may be submitted to the Business Office at anytime. At a minimum, local travel reimbursement requests must be submitted to the Business Office on a quarterly basis.

#### **Conference/Workshop Reimbursement Requests**

Conference/Workshop reimbursement requests should be turned in to the Department Head within 30 days after the event. The Department Head's Office will create a purchase order for the reimbursement. All related expenditures should be itemized on the request and should be supported by actual receipts. **Requests not submitted to the Department Head within 30 days after the event will not be reimbursed.**

## SUMMARY

<b>Type of Expense</b>	<b>Reimbursements</b>	<b>Receipt Required</b>	<b>Itemization Required</b>
<b>LODGING AND MEALS</b>			
Lodging – room	Actual/Reasonable	Yes	Show daily rate and attach original bill
Tips – bellboy, etc.	Reasonable	No	Each occasion
Meals (inc. tips)	Per meal Maximum	Yes	Each occasion
<b>TRANSPORTATION</b>			
Personal car	IRS rate	No	Total miles
Air fare	Actual/Economy	Yes	Each occasion
Taxi, or other public transportation	Actual	Yes	Each occasion
Rental cars	Actual	Yes	Each occasion
<b>OTHER EXPENSES</b>			
Parking	Actual	Yes	Each occasion
Business Telephone	Actual	Yes	Each occasion
Conference fees	Actual	Yes	Total