

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

### MILEAGE AND EXPENSE REIMBURSEMENT

The IRS Standard Mileage Reimbursement Rates:

7/1/22 thru 12/31/22 = \$0.625      1/1/23 to current = \$0.655 per mile.

**\*\*ALL MILEAGE MUST LIST INDIVIDUAL MONTH/DAY/YEAR DETAIL\*\***  
(detailed spreadsheet or calendar may be attached in lieu of detail below for multiple dates)

DATE	LOCATION AND REASON	MILES	OTHER EXP'S

TOTAL 7/1/22 THRU 12/31/22 MILES \_\_\_\_\_ x \$0.625 = \$ \_\_\_\_\_

TOTAL 1/1/23 to CURRENT MILES \_\_\_\_\_ x \$0.655 = \$ \_\_\_\_\_

TOTAL OTHER EXPENSES: \$ \_\_\_\_\_

REIMBURSEMENT TOTAL: \$ \_\_\_\_\_ ACCOUNT NO: \_\_\_\_\_

\_\_\_\_\_  
ADMINISTRATOR

\_\_\_\_\_  
DATE

**\*\*BOTH SIDES OF FORM MUST BE COMPLETED TO BE REIMBURSED\*\***

**EXHIBIT A – HENRY-SENACHWINE CUSD 5  
PERMISSIBLE TRAVEL EXPENSES**

**Types of Official Business Applicable to this Policy.** The School District shall only reimburse travel expenses, including transportation, meals and lodging that are ancillary or otherwise necessary for official School District business. Types of official School District business for which travel expenses may be reimbursed include conferences, meetings, athletic or other student events, board, administrator, or faculty events, lobbying or other government relations activities, or any other event or program that is attended to further the School District’s mission.

The maximum reimbursable rates for travel are set forth as follows:

<b>Maximum Reimbursable Rates for Transportation</b>	
Air Travel	- Lowest reasonable rate (coach)
Auto	- IRS standard mileage rate at time of travel: 7/1/22-12/31/22 \$0.625 per mile 1/1/23 to current \$0.655 per mile
Rental Car	- Lowest reasonable rate (midsize)
Rail or Bus	- Lowest reasonable rate and cost shall not exceed airfare
Taxi, Shuttle, Rideshare	- Actual reasonable rate or Public Transportation
<b>Maximum Reimbursable Rates for Meals</b>	
Per Day	\$ 50.00 per day
<b>Maximum Reimbursable Rates for Lodging</b>	
Chicago & Suburban Cook County	\$ 350.00 per night
DuPage, Kane, Lake, McHenry and Will Counties	\$ 350.00 per night
All other Illinois Counties	\$ 250.00 per night
Outside of Illinois	As approved by the Board

The following expenses **shall not** be reimbursable:  
Alcoholic beverages, personal items, and expenses not necessary for official school district business.

**EXHIBIT B – HENRY-SENACHWINE CUSD 5  
TRAVEL EXPENSE REIMBURSEMENT REQUEST FORM**

Before an expense for travel, meals, or lodging may be approved under School District Policy No 2:125-E1, the following minimum documentation must first be submitted, in writing, to the Board of Education of the School District:

- 1) The name of the individual who received or is requesting the travel, meal, or lodging expense and the individual’s job title or office:

Name	Job Title / Office
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- 2) The date or dates and nature of the official School District business in which the travel, meal, or lodging expense was or will be expended. Please attached supporting documentation describing the nature of the School District business event or program.

Name of Event or Program	Date(s) of Event or Program
Location of Event or Program	Purpose of Event or Program

- 3) An Estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred. Please attach either (a) a document explaining the basis for your estimate if expenses have not yet been incurred or (b) receipts if the expenses have already been incurred.

You may also provide such other documentation as would assist the Board of Education in considering your request for reimbursement. In the discretion of the Board of Education, additional documentation relevant to the request for reimbursement may be required prior to action by the Board of Education with respect to the reimbursement request.

Name	Date
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