

TRAVEL REIMBURSEMENTS  
MENA PUBLIC SCHOOLS

The following guidelines for reimbursement of travel associated with school business/activities at Mena Public Schools will be followed. All functions in which reimbursement is expected must have prior approval by supervisor. Upon returning to the district, all completed expense vouchers with original receipts should be submitted immediately to the Superintendent's office.

**REGISTRATION FEES:** Registration and banquet fees associated with professional development/in-service activities that are approved by the supervisor will be reimbursed (**original receipts** for registration/banquet fees are required for reimbursement).

**MILEAGE REIMBURSEMENT:** Mileage will be computed (according to official Arkansas Highway Map) from Mena to the site traveled. A mileage rate of 42 cents per mile is reimbursable for approved activities. Parking fees are reimbursable with parking receipt. (effective 4/1/09)

**LODGING REIMBURSEMENT:** A maximum per daily allowance of \$129.00 (including taxes) for motel accommodations is allowed

**FOOD REIMBURSEMENT:** The maximum reimbursement per day for meals is a total of \$26. Itemization for each meal is required along with the original receipt. A *sample* breakdown is as follows:

Breakfast	\$6.00	(including taxes)
Lunch	\$8.00	(including taxes)
Dinner	\$12.00	(including taxes)

**\$26.00**

You may use your total daily food allotment for whichever meals you wish so long as you do not exceed the total \$26.00 limit for the day.

- Meals are reimbursable at a rate of 75% of the per diem for the first and last day of travel (\$19.50).
- Meals are not reimbursable for day trips unless the trip begins before 6:00 a.m. or ends after 6:00 p.m. If so, it would then be subject to the 75 % reimbursable rate.

\*\*\*\*\* TIPS ARE NOT REIMBURSABLE \*\*\*\*\*

**OTHER TRAVEL REGULATIONS:** At no time shall reimbursements exceed the amounts set forth in these guidelines without written permission of the superintendent.

**ROUND TRIP MILEAGE FROM MENA**

Alma	194	Ft. Smith	165	Nashville	154
Arkadelphia	160	Fountain Lake	194	Paris	164
Ashdown	161	Gillham	72	Pine Bluff	294
Booneville	114	Greenbriar	295	Prescott	220
Clarksville	204	Greenwood	140	Russellville	210
Conway	270	Hope	208	Searcy	370
DeGray Lake	194	Hot Springs	155	Siloam Springs	315
DeQueen	90	Little Rock	270	Springdale	315
Eureka Spgs	402	N. Little Rock	300	Texarkana	200
Fairfield Bay	442	Magnolia	302	Van Buren	200
Fayetteville	290	Mt. Ida	136	Waldron	72

DATE REC \_\_\_\_\_

REIMBURSEMENT \_\_\_\_\_  
PD \_\_\_\_\_

# MENA PUBLIC SCHOOLS

## 2018-19 Expense Reimbursement Form/PD Activity

OFFICE USE ONLY  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher's Name \_\_\_\_\_

School and Position \_\_\_\_\_

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Supplier

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Name of Provider and City

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Description of Product

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Description of In-service Activity

Registration

Fee: \_\_\_\_\_ Mileage: \_\_\_\_\_ # miles X **.42 per mile** = \$ \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Return Date \_\_\_\_\_ Time \_\_\_\_\_

**Date****Product(s) Description**

1.		\$		
2.		\$		
3.		\$		
4.		\$		
5.		\$		
	<b>Product(s) Total</b>	\$		
<b><u>Date</u></b>	<b><u>Breakfast</u></b>	<b><u>Lunch</u></b>	<b><u>Dinner</u></b>	<b><u>Daily Total (\$26 Max.)</u></b>
1.				\$
2.				\$
3.				\$
4.				\$
5.				\$
			<b>Meal Total</b>	\$

Account Charged \_\_\_\_\_ PO Needed Y / N # \_\_\_\_\_ Principal \_\_\_\_\_

Subtotals from Above

Registration	_____
Mileage Subtotal	_____
Meal Subtotal	_____
Product(s) Subtotal	_____
Motel: _____ X _____ = _____	_____
(# of days) (daily rate)	

TOTAL EXPENSES

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Fill in all needed fields above before printing.