

TRAVEL EXPENSE REIMBURSEMENT FORM

Name of Payee _____ Department _____ Date _____

School Name _____ Vehicle License Number _____

| City /State | | | Detailed Expenditures | | | | | | | |
|-------------|----|------|-------------------------------|---------------|---------|--------------------|---------|-----------------|---------------------|-------------------|
| M/D/Y | TO | FROM | ODOMETER READING BEG / END | HOTEL ROOM | MEALS * | TAXI OR SHUTTLE | IN CID* | MILES DRIVEN | RATE PER MILE | AMOUNT CLAIMED |
| | | | / | | | | | | .42 | |
| | | | / | | | | | | .42 | |
| | | | / | | | | | | .42 | |
| | | | / | | | | | | .42 | |
| | | | / | | | | | | .42 | |
| | | | / | | | | | | .42 | |
| | | | / | | | | | | .42 | |
| SUB-TOTALS | | | | | | | | | | |

*MEALS PER DIEM Must Attach Receipts \$30.00 In-state \$42.00 Out-of-State ---Effective only for overnight stay

*IN CIDENTALS (!) Postage (2) Parking Fee (3) Registration Fee (4) Min or Purchases (5) Other(explain)

*****Will Not Pay for Gratuity, Valet Parking, Speeding/Parking Fines, Alcoholic Beverages *****

Approved _____ TOTAL CLAIMED _____

Building Principal/Supervisor

Signature of Traveler

Approved _____

Superintendent

Meals

Per Diem: Expenses for meals associated with authorized out of district, overnight travel shall be paid to employees on a per diem basis. Meals are reimbursed up to \$54.00 per day. The employee per diem allowance is as follows:

| | | | |
|---------------|-------------------|---------------|----------------|
| Standard Rate | \$11.00 Breakfast | \$12.00 Lunch | \$23.00 Dinner |
| Little Rock | \$13.00 Breakfast | \$15.00 Lunch | \$29.00 Dinner |
| Hot Springs | \$13.00 Breakfast | \$15.00 Lunch | \$26.00 Dinner |

"Expenses for meals associated with authorized overnight travel shall be reimbursed based a per diem basis set by the board. In accordance with IRS Publication 15 (Circular E), "Employer's Tax Guide, Employees must meet the following guidelines when requesting reimbursement or receiving advanced funds: (1) The expenditure must have incurred while performing services as an employee of the district; (2) The expenditures must be reconciled (receipts returned) to the district within ten working days after travel is completed; (3) The employee must return to the district any unused funds in excess of reconciled expenses within ten working days after travel is completed. If the advanced funds are not reconciled, or unused funds in excess of reconciled expenses are not returned within 10 working days, the amount paid under the advancement in excess of the reconciled expenses is subject to the withhold and payment of income, social security, and Medicare taxes for the first payroll period following the end of the 10 day period.

You must leave for your destination before 8:00 a.m. to receive the breakfast allowance and arrive home after 6:00 p.m. to receive the dinner allowance.

If you leave HS/SD prior to 8:00 a.m. you are entitled to all meals for that day.

If you leave between 8:00 a.m. and 12:00 noon you are entitled to lunch & dinner.

If you leave between 12:01 p.m. and 5:00 p.m. you are entitled to dinner.

If on your day of return, you arrive back prior to 11:30 a.m. you are entitled to breakfast.

If you return between 11:31 and 6:00 p.m. you are entitled to breakfast and lunch only.

If you return after 6:00 p.m. you are entitled to a full day meal reimbursement.

NOTE:

Do not claim meals provided at the conference. This includes meals provided as part of the conference registration or by vendors.

Business meals: Business meals are reimbursed at actual expense. Original itemized receipts are required and must be submitted with a Day Trip Meal Reimbursement Form. Receipts submitted which are determined to be unreasonable or excessive are subject to disallowance. Reimbursement claimed for meals that include anyone other than the employee must specify the names of the individuals at the meal and the purpose of the meal, i.e., seminar, in-service, conference, etc. Business meal reimbursements are processed through payroll and are subject to payroll taxes.

Outlier meals: District employees traveling outside the district for a minimum of six consecutive hours for the purpose of competitions, conferences, workshops, or meetings will be reimbursed for meals at actual expense. No meal reimbursement will be made for time periods less than the six-hour minimum requirement. Receipts must be submitted with the Day Trip Meal Reimbursement Form. Meal reimbursements for day trips are processed through payroll and are subject to payroll taxes.