

# ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT

108 Woodrow Avenue, St. Clairsville, Ohio 43950 • Phone: (740) 695-1624 • Fax: (740) 695-1627 • Website: stcschools.com

## PROFESSIONAL MEETING LEAVE PROCEDURES

1. Create absence in Absence Management
  - To be completed by you, not the building secretary
  - The “Request for Professional Meeting Leave” form is no longer needed
2. Complete requisitions for **each** of the following that apply:
  - **Registration** - to be paid with a check from the school
  - **Hotel** - to be paid with a check from the school
  - **To you** - for any reimbursements: meals, parking, mileage, etc.
3. Upon *return* from meeting, an Expense Voucher must be completed
  - Print an Expense Voucher from our website (stcschools.com)
    - Go to: Administration - Treasurer - Staff Forms, Notices, & Links - Expense Voucher
4. Attach all **itemized** receipts
5. Sign and date voucher
6. Obtain supervisor’s signature
7. Submit approved Expense Voucher, **itemized** receipts, and MapQuest directions to the Treasurer’s office for payment

## INSTRUCTIONS FOR COMPLETING AN EXPENSE REPORT

1. **Name**
2. **Date of meeting**
3. **Destination and Purpose** – list the city/town and name of conference
4. **Parking** - list the amount to be reimbursed and attach an itemized receipt
5. **Miles** – list the actual miles traveled and attach MapQuest directions for verification
6. **Misc.** – list any miscellaneous expenses that are allowed, except for parking, mileage, and meals
7. **Overnight Stay (Y/N)** – “Y” if you stayed overnight, “N” if it was a day meeting
8. **Meal Information**
  - a.) **Amount** – list the amount to be reimbursed to you for B (breakfast), L (lunch), D (dinner) costs. Only meals are reimbursable, not snacks, up to \$30.00/day. **Itemized** receipts must be attached for reimbursement.
  - b.) **In Attendance and Topics Discussed** – If your meeting was overnight you DO NOT need to complete these sections.

If your meeting was NOT an overnight trip, meal reimbursements are a taxable fringe benefit and will be reported on your next paycheck. *However*, if you had lunch or dinner during your day trip, in order for it to be non-taxable, you must be with at least one other person that was in attendance at the meeting and discuss some business topics. The name of the individual(s) and the topic(s) discussed must be listed on your expense report.

*Please contact the Treasurer’s Office if you have questions. 740-699-2233*

**ST. CLAIRSVILLE-RICHLAND CITY SCHOOL DISTRICT  
EXPENSE REPORT**

NAME \_\_\_\_\_

DATE	DESTINATION & PURPOSE	PARKING	TOTAL MILES	MISC	OVERNIGHT STAY (Y/N)	MEAL INFORMATION		
						AMOUNT	IN ATTENDANCE	TOPICS DISCUSSED
						B		
						L		
						D		
						B		
						L		
						D		
						B		
						L		
						D		
						B		
						L		
						D		
						B		
						L		
						D		
<b>TOTALS to be completed by Treasurer's Office</b>								

Current Mileage Rate: **58.5 cents** (Attach documentation such as MapQuest)

**Itemized** bills and/or receipts must be attached **before** reimbursement can be made

Under no circumstances will staff members be reimbursed for the purchase of alcoholic beverages

Meal reimbursement is a taxable benefit and included on your paycheck, *unless* it meets one of the following:

1. The approved professional training is out of the area and requires an overnight stay
2. Actual business meeting where 2 or more individuals having a meal while conducting District business (must be noted in columns)

**GRAND TOTAL:**

**Taxable Amount of \$ \_\_\_\_\_ to be forwarded to Payroll on \_\_\_\_\_ (date)**

Employee \_\_\_\_\_ Date \_\_\_\_\_ Supervisor \_\_\_\_\_ Date \_\_\_\_\_