

TRAVEL EXPENSE REIMBURSEMENTS
(Meal and Mileage Reimbursement)

Board members, the administrative staff and all other employees who incur expenses in carrying out their authorized duties will be reimbursed if the expense is eligible for reimbursement pursuant to district policies and procedures, if the expense was authorized and if proper documentation of the expense is provided.

Because expenses are reimbursed from public funds, all persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience and avoid unnecessary fees and excessive charges.

Allowable Expenses for Meals

Prescribed maximums are not to be treated collectively as per diem allowances nor are they to be used individually without regard to the actual and necessary expenses. If actual expenses are less than the prescribed maximum, reimbursement is allowed only for actual expenses.

To be eligible for more than one meal, you must state your **Departure/Return Times and Reason for Trip** in section A of Expense Reimbursement form DLC-AF.

- A. Conference/workshop itinerary must be attached to the travel reimbursement form that indicates the status of all meals claimed for reimbursement.

ONE DAY TRIPS (NON-OVERNIGHT TRAVEL)

Meal expenses for one day trips (non-overnight travel) are not considered travel expenses by the IRS and are not reimbursable by the district.

OVERNIGHT TRIP

To be eligible for a meal on the first or last day of travel, you must state your **Departure/Return Times and Reason for Trip** in section A of Expense Reimbursement form DLC-AF.

Departure/Return Times

Departure Time is the time you leave your home or office to begin the trip and **Return Time** is the time you return to your home or office to end the trip. On the day you depart, you are eligible for your first meal that day if you begin your trip at or before:

- Breakfast before 7:00 a.m.
- Lunch before 11:00 a.m. ➤ Dinner before 7:00 p.m.

On the day you return, you are eligible for your last meal that day if your trip ends at or after:

- Eligible for Breakfast after 7:00 a.m.
- Eligible for Lunch after 1:00 p.m.
- Eligible for Dinner after 7:00 p.m.

For reimbursement, **Reason for Trip** in section A of Expense Reimbursement form DLC-AF must be completed whether you drove or carpooled with one or more individuals.

Meals Provided or Combined

If a meal is provided as part of the meeting/conference, covered by other District payments, or paid by others, you are not eligible to claim reimbursement for this meal.

- A. Conference/workshop itinerary must be attached to the travel reimbursement form that indicates the status of all meals claimed for reimbursement.

Mileage Reimbursement

Mileage will never exceed the current IRS standards.

District personnel will only be reimbursed for mileage expenses if the district vehicles are not available for use.

Review Process

Accounts payable will review travel reimbursements as submitted. If it is not clear from the form that the employee is eligible for a meal, accounts payable will attempt to resolve by phone or email. If this is not feasible, the amount claimed will be deducted from the form and the form will be processed for the reduced amount. A copy of the adjusted form will be returned to the building administrator and the employee. If the individual was eligible for the meal, it can be resubmitted on a new voucher with the documentation of eligibility.

As needed, accounts payable may request a copy of the conference/meeting itinerary to verify meal eligibility.

Implementation

We will be adding this information to board policies, effective July 1, 2016. Any forms received after July 1, 2016 will be returned to the employee to comply with this policy.

* * * * *

Note: The reader is encouraged to review policies and/or forms for related information in this administrative area.

Implemented: March 20, 2009

Revised: May 20, 2009, July 1, 2016, September 20, 2017

Boonville R-I School District, Boonville, Missouri

© 2001, Missouri School Boards' Association, Registered in U.S. Copyright Office
For Office Use Only: