

Travel Reimbursement

The District will pay a standard rate per mile for official District travel by private automobile based on the actual driving distance by the most direct route. The standard mileage allowance, defined by the IRS, is in lieu of all actual automobile expenses such as fuel, towing charges, repairs, replacements, tires, depreciation, insurance, etc. Effective January 1, 2023, the maximum mileage rate reimbursement allowed by the IRS is 65.5 cents per mile. This mileage allowance is subject to annual adjustment by the IRS. To the extent that the most recent per mile allowance issued by the IRS is in conflict with the allowance outlined in this Administrative Regulation, the most recent mileage allowance issued by the IRS shall control. The Superintendent is authorized to update the mileage rate reimbursement without the necessity to present the item for review to the Policy Committee.

All claims for mileage reimbursement must be supported by an itemized listing of miles traveled. The itemized list shall indicate the date of travel and the authorized purpose of the travel.

In addition to the standard mileage allowance, necessary and reasonable charges for automobile-related expenses, such as tolls and parking fees, are reimbursable if supported by an itemized receipt. Traffic tickets, parking tickets, and other fines will not be reimbursed.

For mileage in and around the District, an employee must complete a Monthly Mileage Report, copies of which are available on the District internet.

For mileage and other expense reimbursement requests related to a conference, an employee must complete a Conference Expense Report, copies of which are available on the District intranet. Once completed, the report should be submitted to the employee's immediate supervisor, who shall forward a verified copy to the Business Manager.

Expense Reimbursement Guidelines – Conferences

The document attached to this Administrative Regulation as **Attachment 1** outlines the applicable guidelines and procedures governing the reimbursement of expenses related to conference attendance.

Additional Expense Reimbursement Guidelines

Only expenses submitted to the Business Office within 60 days from the date on which the expenses were incurred will be considered for reimbursement.

The District will only reimburse expenses related to official District business, and will not reimburse personal expenses. No reimbursement will be made for alcoholic beverages.

The Business Manager has the final authority to disallow expenses which, in their opinion, are unreasonable or unnecessary.

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Revised: February 1, 2018
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Revised: February 4, 2020
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Revised: September 6, 2022

CONFERENCE GUIDELINES

The following information is prepared as a guide for staff members attending a conference as a representative of the Tredyffrin/Easttown School District.

Reporting Procedures

The enclosed forms are to be completed and forwarded to the building principal/supervisor within one week following the conference:

1. Conference Summary
This report may be copied for Board members in the format submitted. When more than one person attends the same conference, each attendee must submit a report.
2. Expense Report
All expenses, except mileage, must be substantiated with receipts. If receipts are not available, the form on the reverse side of the Expense Report must be completed and may be notarized when presented in person in the Office of the Superintendent. When more than one person attends the same conference, each attendee must submit an Expense Report.

If there are not expenses, the employee still needs to submit an Expense Report indicating "NO EXPENSES".

3. If for some reason you do not attend a conference which has been approved by the Board
 - Indicate that fact on both the Conference Summary (salmon) and the Expense Report (yellow);
 - Sign both forms;
 - Submit completed forms to Staff Development Office, and;
 - Return advance check to Accounts Payable immediately.
4. Staff member will not be approved to attend future conferences until all past conference expenses have been reconciled.

Reimbursement

All expenses must be approved by Board action prior to the conference. An advance check will be forwarded to the participant following such action at an official meeting of the Board and not earlier than 60 days prior to the scheduled conference. Conference expenses are divided into two categories. Expenses eligible for advance reimbursement include plane or train tickets, conference fees, and one night's lodging deposit. Expenses eligible for reimbursement after the conference include mileage reimbursement, meals, lodging and other expenditures. To receive an advance check, the conference advance (excluding cost eligible for reimbursement after the conference) must be greater than \$200.

All expenses submitted for reimbursement shall be reasonable and moderate in nature and supported with official receipts. Reasonable expenses are defined as those which an employee would incur if they were traveling or working at their own expense, excluding "those of a purely personal nature".

Reimbursement shall cover the full cost of meals which are officially scheduled as a function of a convention, conference, workshop, seminar, or similar activity. The allowance for meals at other times, including tax and gratuities, shall be:

- \$50 per day (including breakfast, lunch and dinner)
- \$10 for breakfast
- \$15 for lunch
- \$25 for dinner

Transportation shall be arranged in a manner that is most economical for the District. Car pools shall be used by two or more staff members attending the same conference. Personal car mileage shall be reimbursed at the current allowance rate established by the IRS. If air travel is necessary, it must be economy class.

Expenses reimbursed by the School District when in accordance with the above guidelines include:

- Conference fees
- Meals plus tips when included on receipt
- Lodging
- Transportation (excluding car rental)

Expenses NOT reimbursed by the School District include:

- Membership dues
- Personal expenses (insurance, snacks and other meals, personal telephone calls, alcoholic beverages)
- Car rentals