

## **REIMBURSEMENT GUIDELINES**

### **FOR APPROVED AND PAID ADMINISTRATIVE LEAVES**

1. Mileage Reimbursement is 65.5 cents per mile as of January 1<sup>st</sup>, 2023.
  - a. Mileage should be determined by taking the **SHORTER OF THESE**:
    - i. Miles from your BUILDING to your destination
    - ii. Miles from your HOME to your destination
2. Refer to [www.gsa.gov](http://www.gsa.gov) for reimbursement estimates for food.
  - a. Once on the site, click on Most Requested Links, click on Per Diem Rates, click on the state you are going to, major cities are listed for that state, far right column shows total amount allowed per day. Near the bottom of the page, click on Breakdown of M&IE Expense. This will give you further breakdown of the allowable amount for breakfast, lunch and dinner based on the per day allowance. Our district does not reimburse for incidentals.
    - i. **PLEASE NOTE:** For example, if the total M&IE amount is \$56, you may NOT skip breakfast and lunch and eat a \$56 meal for dinner. The PER MEAL estimate is the maximum amount that will be reimbursed.
    - ii. Tip will be reimbursed **ONLY** if the total amount of your receipt is less than the per meal allotment. Tips will only be reimbursed up to 20% of the SUBTOTAL with tax not included in the calculation.
    - iii. Any alcohol purchases should be on a **SEPARATE** tab/check. The auditors do not like to see alcohol on a school receipt. We do not reimburse purchases for alcohol.
    - iv. **ALL FOOD PURCHASES ELIGIBLE FOR REIMBURSEMENT MUST BE TURNED IN WITH ITEMIZED ORIGINAL RECEIPTS, NOT JUST THE CREDIT CARD RECEIPT.**
3. If your Admin. Leave is an overnight conference, and you have your family with you, please request a **SEPARATE** tab/check for yourself. This makes for less difficulty in determining who ordered what meal.
4. We will only pay for "incidentals" such as parking, cabs, shuttles, etc. with an original receipt turned in. If you think you will be taking cabs, shuttles, etc., you can enter what you estimate they will cost on your Admin Leave Form/Request in the "Public Transportation" line. Any other "incidentals," such as parking or tolls, can be entered as an estimate in the "Extras" line of your Admin Leave Form/Request.

If you have any questions, please contact Kimberly Humphrey at x13105.