

REIMBURSEMENT GUIDELINES **FOR APPROVED AND PAID ADMINISTRATIVE LEAVES**

1. Mileage Reimbursement is 62.5 cents per mile as of July 1st, 2022.
 - 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 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.
 - iii. Any alcohol purchases should be on a SEPARATE tab/check. The auditors do not like to see alcohol on a school receipt.
 - 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 have any questions, please contact Kimberly Humphrey at x13105.