REIMBURSEMENT GUIDELINES
FOR APPROVED AND PAID ADMINISTRATIVE LEAVES

1. Mileage Reimbursement is 72.5 cents per mile as of January 1st, 2026.
    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 guidelines for food.
    a. Once on the site, click on Travel, scroll down and choose the state you are going to, type in the city, and under Select Fiscal Year, choose current. Then click on Search. Once you have done this, near the bottom of the page you will see a breakdown of M&IE and can find the allowable amount for breakfast, lunch and dinner based on the per day allowance. Please keep in mind that our district does not reimburse tax.
    b. **PLEASE NOTE:**
        i. If the total M&IE amount is $56, for example, 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 and only up to 20%. Tips will only be calculated by the subtotal. (Tax does not count.)
        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, tolls, etc. with an original receipt turned in.

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