

## **REIMBURSEMENT GUIDELINES**

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

1. Mileage Reimbursement is 67 cents per mile as of January 1<sup>st</sup>, 2024.
  - 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 guidelines for food.
  - a. Once on the site, click on Travel, click on Per Diem Rates Look-Up, choose on 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.
    - 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 and only up to the total allotment amount. 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.