

Travel/Conference Reimbursement Requirements

Scanned attachments must include:

- ✓ Approved Application to Attend
- ✓ Proof of Attendance (name badge/brochure)
- ✓ Copy of Conference Agenda (if applicable)
- ✓ Proof of Mileage (lesser of home address or district address to conference location)
 - Note: Total mileage reimbursement cannot exceed the lowest plane fare.
- ✓ District Mileage Chart (if applicable)
- ✓ Itemized receipts for overnight accommodations (actual hotel bill), registration fees, parking, car rental, etc.
- ✓ Please scan all attachments as one document, if possible.

*****Do not submit receipts for meal reimbursements. You must claim the per-diem rates from the drop-down options on the form.*****

When claiming meal reimbursements, travel times **MUST** be included on the form:

Breakfast: Necessary travel beginning before 7:00 am and at least four hours will be reimbursed **\$17.00**. Continental breakfast that is provided at conference/workshop are not allowed to be claimed.

Lunch: Necessary travel beginning before 11:00am and extending at least four hours will be reimbursed **\$18.00**. Brunch is sometimes provided when a workshop is only half day. Therefore, per diem cannot be claimed for breakfast or lunch.

Dinner: Necessary travel beginning before 5:00pm and extending at least four hours will be reimbursed **\$34.00**. Reception dinners that are provided at a workshop are allowed to be claimed on per diem if attendee chooses not to attend due to alcohol being served.

TIPS (not to exceed 15%) can be included in the price of the meal, however no meal reimbursement will exceed the per-diem rates. Tips for services (non-meals) can be reimbursed up to \$5.

Items not reimbursable include:

- Air travel insurance
- Personal membership dues
- Personal phone calls and personal services
- Entertainment
- Alcoholic beverages

All expense claims shall be submitted within **10 business days** of the incurred expense. No expense reimbursement will be made for claims submitted more than two weeks following the end of the fiscal year (June 30th).