

# WINDOM AREA SCHOOLS, ISD #177

## EXPENSE ALLOWANCES

Approved by the Board of Education March 2005

Policy # 412.1

Expense allowances for all staff members authorized to travel on behalf of the District.

To be reimbursed for all authorized expenses, you must submit an expense report accompanied by original itemized receipts approved by your supervisor. *Please list home address on Expense Form.*

1. **Mileage** – Will be paid at the Federal IRS Reimbursement rate per mile when a school vehicle is not available or prior approval is given for use of personal vehicle by the business office.
2. **Lodging** - Actual reasonable lodging costs will be paid for staff members who incur expenses:
  - a. If the required activity begins prior to 10:00 a.m. and if the activity site is more than 100 miles one way; or,
  - b. If a staff member is required to leave home more than two (2) hours before the scheduled start of an activity; or
  - c. If the required attendance at the activity continues beyond 10:30 p.m. and staff members live more than 35 miles, one way, from the activity site; or,
  - d. If the activity is a two-day event and the staff member lives more than 35 miles, one way, from the activity site.

### **In all instances, a lodging receipt is required.**

3. **Meals** – Reimbursement for meals will be provided for persons whose activity site is more than 35 miles from their home provided that:
  - a. Breakfast will be allowed if the staff member must leave home before 6:00 a.m. to attend the meeting or event.
  - b. Lunch, if not provided with the registration, will be approved
  - c. Dinner will be approved following the meeting or event if the staff member arrives home after 7:00 p.m.

Meal Maximums are recommended rates received from the State of MN and have been established by the Board of Education. Meal allowances (includes tax and gratuity) must be actual expenses and may not exceed:

Breakfast -	\$ 7.00
Lunch -	\$ 9.00
Dinner -	\$15.00

In general, meals are reimbursable only when on an overnight trip or when eating with someone on a business matter that cannot reasonably be conducted at another time. Routine meals on the road are not reimbursed. Alcoholic beverages are never reimbursable. Original receipts must be provided for each expenditure except parking meters and mileage. **Meals will only be reimbursed with a proper itemized receipt.** The receipt must list the business purpose and the names of the individuals participating in the meeting. Total reimbursement shall not exceed the meal maximum as specified above.