

REQUEST FOR REIMBURSEMENT OF EXPENSES
Mileage Rates Effective July 1, 2020– December 31, 2020

TO: Rutland Public Schools Business Office

Date of Request: _____

MAKE CHECK PAYABLE TO: _____
(PRINT LEGAL NAME)

Reason for Reimbursement: _____

Conference Title & Location: _____
*****Proof of Attendance & Agenda Required*****

On Date(s) _____ through _____

EXPENSES: MILEAGE

Out-of-District: _____ miles at **57.5 Cents** per mile \$ _____

LOCAL*: _____ miles at **57.5 Cents** per mile **SUBMIT MONTHLY** \$ _____
(*ATTACH ITEMIZED LOCAL MILEAGE LOG to this reimbursement form)

Meals: (see specific meal allowances on back of this form) \$ _____

Lodging: \$ _____

Misc Receipts: _____ \$ _____

_____ \$ _____

TOTAL \$ _____

I hereby affirm that the above is a true statement of necessary expenses incurred by me on school business.

Employee's Signature: _____

School / Position: _____

Administrator's Signature of Approval: _____

Central Office Approval Signature: _____

CHARGE TO:	\$ _____	\$ _____	\$ _____	\$ _____
SOURCE:	_____	_____	_____	_____
ORGANIZATION:	_____	_____	_____	_____
FUNCTION:	_____	_____	_____	_____
TYPE:	_____	_____	_____	_____
OBJECT:	_____	_____	_____	_____
PROGRAM:	_____	_____	_____	_____

ALL REIMBURSEMENTS ARE SUBJECT TO ADMINISTRATIVE PROCEDURES on reverse side of this FORM.

NO REIMBURSEMENTS WILL BE ISSUED WITHOUT THE APPROPRIATE RECEIPTS ATTACHED

Rutland Public Schools

ADMINISTRATIVE PROCEDURES for REIMBURSEMENT OF EXPENSES

The purpose of this procedure is to outline the expenses for which employees may be reimbursed and the method for requesting reimbursement. This procedure and rates are based on VERMONT STATE GUIDELINES for its employees.

GENERAL GUIDELINES

Only actual and necessary expenses, which are incurred in the conduct of RPS business by persons acting for RPS, shall be reimbursed. Reimbursable expenses include: lodging, meals, telephone calls, interview expenses, mileage, parking, tolls and taxis. Extra meals, entertainment charges, alcoholic beverages and personal expenses are NOT reimbursable expenses. Vermont State Sales Taxes will NOT be reimbursed.

The Superintendent has the final decision in any dispute or question concerning travel at RPS expense, and (s) he may authorize in advance deviations from these regulations when, in his or her judgment, such action is justified.

Since (in most cases) employees must front their own money for expenses, requests for reimbursement must be submitted as soon as possible, or within 60 days of event.

DOCUMENTATION

All reimbursement requests must be 1) fully justified, 2) submitted on a current Rutland Public Schools Request for Reimbursement Form and 3) **ACCOMPANIED BY ITEMIZED RECEIPTS.**

DEADLINE FOR REIMBURSEMENT

In order to ensure payment in the same fiscal year that an event is budgeted, requests for reimbursement should be submitted as soon as possible following the event. Exception: Local mileage reimbursement requests must be submitted monthly.

ALLOWABLE EXPENSES

When an employee is away from the workplace on official duties, she/he will be reimbursed for actual expenses incurred for travel accommodations, meals, postage, parking, tolls, telephone, mail, and other incidentals. Expenses are paid from the appropriation of the employee's school's budget.

LODGING AND MEALS

Employees can only be reimbursed for actual meal expenses up to the maximum amount set forth in the table below. Many lodging facilities provide a special educational, government or conference rate, a reduction of the normal charges to RPS employees. All RPS employees must request the reduced rate for lodging, if applicable.

Reimbursement for lodging is limited to the rate charge of a single room. Double rooms offered at a single room rate will be considered single rooms.

NO REIMBURSEMENT WILL BE ALLOWED FOR THE COST OF ALCOHOLIC BEVERAGES.

The **maximum** allowable meal reimbursement rates (subject to change per VERMONT STATE RATES) are as follow:

	IN-STATE	OUT-OF-STATE
Breakfast	\$5.00	\$6.25
Lunch	\$6.00	\$7.25
Dinner	<u>\$12.85</u>	<u>\$18.50</u>
Total Day	\$23.85	\$32.00

Reimbursement for other work-related expenses not covered above, arising from emergency or other unusual circumstances will be made at the discretion of the Superintendent only after application for reimbursement is made by the employee in writing. Such application will include the nature and amount of the expense, the date on which it occurred, full written justification and appropriate receipts. **If travel encompasses a full day (3 meals) employee will be subject to the daily cap rather than the individual meal caps; however, if any meals are provided for you, then the daily cap does not apply.**

MILEAGE REIMBURSEMENT

Employees are entitled to be reimbursed for use of a privately owned vehicle at the rate established by the IRS for business travel for authorized automobile mileage actually and necessarily traveled in the performance of official duties. During the school year mileage to conferences, etc. will be paid from your work location. During school vacation periods, mileage will be paid from your home. No reimbursement for mileage will be given for travel in a RPS owned, leased, or rented vehicle.

The rate of business mileage reimbursement from July 1, 2020 – December 31, 2020 is 57.5 cents per mile.

FINANCING OF BUSINESS EXPENSES

It is up to the employee to **make arrangements in a timely fashion** through the use of purchase orders and direct billing when reserving conference space and/or lodging. **Employees are expected to front the money for business expenses not covered by purchase orders or direct billing.** The Superintendent or designee may, ONLY in EXTENUATING CIRCUMSTANCES, authorize advances for business travel.

