

INSTRUCTIONAL SERVICES

TRAVEL REIMBURSEMENTS F.A.Q

Reimbursable Expenses:

Transportation:

- To and from airport and hotel only
- Car rental if approved prior to trip
- Airfare: Make every effort to get at least a 30 day advanced fare.
- If you drive, reimbursement will be at the approved IRS rate to a maximum of a 30 day advanced airfare cost.

Meals: (see note to right)

Breakfast: \$15.00/day

Lunch: \$25.00/day

Dinner: \$30.00/day

Or: Max \$70.00/day

Meal expenses that are not

included as part of the conference:

- Non-alcoholic beverages
- Tips: 15%
- Internet for work purposes

Non Reimbursable Expenses

Alcohol (including tips and tax) – on separate receipt

Excursions / sight-seeing

Taxi / bus / light rail during conference, not related to conference

Room service without itemized receipts

Room amenities:

- Laundry
- Snacks
- Internet (not used for work purposes)
- Movies

All expenses for all traveling companions

WE WILL:

Review & approve Pre and Post travel reimbursement requests

Make Conference and Hotel reservations if a team is attending at Instructional Services request

Return incomplete forms

Reimburse charges for SMUHSD employees only

YOU SHOULD:

Make your own travel arrangements

- Flights and travel costs should be reasonable
- Hotel reservations should be made at hotels associated with the conference

Complete Travel Reimbursement form before your trip and after your trip

Fill out form completely

Get signatures for Travel Reimbursement form at your site before forwarding to district

Pay all expenses for any traveling companions

YOUR RESPONSIBILITY:

Know where you are staying and any confirmation numbers before your trip

Turn in travel reimbursement form promptly after returning

Get itemized receipts for all expenses

All alcohol charges must be on separate receipt not turned in for reimbursement

Meal amounts per day should not exceed \$70.00

***Pre-approval is required for consideration of increase to meal expenses**

TAPE (do not staple) original itemized receipts to 8 ½ x 11" sheet and paperclip to travel reimbursement form

Original receipts should be grouped and in date order as listed on form, taped on 8 ½ x 11" sheets