

BALDWIN-WHITEHALL SCHOOL DISTRICT

Reimbursement of Travel Expenses

Employees who are required to travel for School District business must follow the procedures below to be reimbursed for their travel expenses.

Travel Within the School District

Employees will be paid the current IRS rate per mile for use of their personal vehicle for approved travel between buildings or to local destinations. Mileage should be reported on the Mileage Expense Account form and must be submitted monthly for reimbursement. Requests for reimbursement that are older than three (3) months will be denied.

Travel for Conferences and Workshops

The Superintendent or Designee will be responsible for approving requests to attend professional conferences, conventions, seminars, or similar professional meetings by employees. The Conference Request Form must be completed with a summary of all costs related to the trip. This form should be submitted to your immediate supervisor for approval, who will then forward to the Assistant Superintendent and ultimately the Superintendent for final approval.

After the conclusion of the trip, a Conference Expense Account form must be submitted within one (1) week of the conference date along with all receipts supporting expenses incurred on the trip. These receipts must be detailed receipts for all of the expenses except mileage. Mileage expenses will be calculated at the IRS rate in effect at the time of the trip. The School District will not reimburse any employee for alcoholic beverages.

For travel other than automobile, the District will arrange advance purchase of transportation tickets. Travel will be the most direct and economical route. All employees are expected to be fiscally responsible when selecting hotels and restaurants that are moderately priced for the location. All travel that will be out of the state of Pennsylvania must be approved by the School Board of Directors prior to the travel dates.

Reimbursement for meals are per meal and may not be accumulated. The amounts when travelling may not exceed the following limits:

Breakfast	\$10.00
Lunch	\$15.00
Dinner	<u>\$30.00</u>
Per Day Total	\$55.00

Gratuities are included in the per diem amounts above. Gratuities should not exceed 15%.

Other

Employees must submit a written evaluation of the conference to the Superintendent which will include ideas from the conference that can be implemented at the Baldwin-Whitehall School District. This report is due within one (1) week upon return from the conference.

**** If more than two people are attending the same conference, they are expected to share the expense of one car.**