

REQUEST FOR TRAVEL REIMBURSEMENT

Limitations & Requirements

ATTENDANCE DOCUMENTATION

The employee must list and attach supporting documentation of attendance at the activity, workshop, conference, or meeting. **Approval will not be given without documentation.**

MILEAGE

The district will reimburse at a rate per mile as approved annually. The district will reimburse for **one personal vehicle for each four persons attending the same event.** Exceptions may be granted if transportation will be needed at the site to attend meetings at different locations.

Figure mileage: distance one way X 2 (round trip) X current rate = Reimbursed amount

Mileage rate effective **February 12, 2018** 53.5 cents (.535) per mile.

Travel Distance Approved from Fouke, AR - One Way mileage

Texarkana	17	Hot Springs	133
Little Rock	162	Lafayette County	29
Hope	49	Conway	192
Arkadelphia	92	Prescott	51
Magnolia	57	Searcy	220

Mileage for locations not listed must be approved by superintendent.

MEALS

Original itemized meal receipts must be attached to the Request for Travel Reimbursement form. The district will reimburse at a rate of \$18.00 per half day and \$40.00 per day for meals. Definitions of what constitutes a half day or a full day reimbursement will be consistently approved by the individual supervisor/administrator of the school. Reimbursement **will not** be approved for alcoholic beverages. Tips **will not** be reimbursed other than those required by a restaurant which adds a tip to the bill when serving large groups.

LODGING

Hotel/housing expenses must have prior approval by the building administrator or designee. When possible the hotel should direct bill the district. The district will reimburse for room and any applicable taxes only. The district will not pay any amenity cost such as room service, movies, games, etc. **Checks to hotels will not be written in advance. The employee will be reimbursed after proper documentation is provided to the bookkeeper.**