Travel Reimbursements	2.804.1

Paris Special School District School personnel who incur expenses in carrying out their authorized duties will be reimbursed upon submission of an approved voucher and supporting documentation.

Expenses for travel will be reimbursed at state rates if the travel has the advance authorization of the Director of Schools.

A claim for travel reimbursement may include mileage, parking fees, hotel handling of equipment/promotional materials, and meals if applicable. Receipts are required if the parking charge exceeds the allowance stated in the rate schedule below.

Meals will be reimbursed if the travel requires an overnight stay. Reimbursement for a single meal (or meals) for employees on one-day travel status with no overnight stay is not permitted.

The Purchasing Agent, Operations Manager or his/her designee will reserve and pay for all overnight lodging with the company credit card and/or check as applicable. The employee is responsible for submitting a copy of the lodging receipt with their travel forms.

Upon return from authorized travel, the employee must submit all required forms to the Operations/Finance office promptly for reimbursement. A copy of the travel form is found on the PSSD website.

General Reimbursement Rates

Standard Mileage Rate 0.47/mile

Maximum Parking Fee Without Receipt $8.00

Fees for Handling Equipment/Promotional Materials $ 20.00

Meals – *Breakfast $14 / *Lunch $16 / *Dinner $26

*First and Last Day of Travel meals will be reimbursed at 75%.

Reference –
Board Policy 2.804 Expenses and Reimbursements