

MENOMINEE INDIAN SCHOOL DISTRICT

223-Rule

GUIDELINES FOR EXPENSE REIMBURSEMENT

Guidelines for expense reimbursement for school business-related travel by administrators/supervisors shall be as follows:

Per Diem	1) One (1) day or less for actual workshop - reimbursement for actual meal costs will be made upon return with qualifying receipts attached, subject to IRS rates for city attended 2) More than one (1) full day workshop/seminar - Per diem advanced at IRS rates for city attended based on state quarter payment rule. Meals included in registration/workshop fees will be deducted from per diem advance. Reimbursement will be made if necessary to purchase meals previously deducted
Mileage	Reimbursement at IRS rate, with proof of current auto insurance required
Lodging	Paid at actual cost directly to Hotel/Motel - Employee is required to turn motel receipt into Business Office upon return
Registration	Actual Cost with all information attached for workshop schedule
Airfare	Actual Cost
Other	Cab fare, shuttle, bus, etc., will be reimbursed at actual costs

Car Rental

District personnel will need to get prior approval from the Superintendent. Board members/Superintendent will need prior Board approval. Car rentals should only be approved in extenuating circumstances

APPROVED: October 1990

REVISED: July 1991
August 1992
January 1999
March 1999
February 11, 2002