

Guidelines for Expense Reimbursement

1. A request for reimbursement of expenses may be made whenever personnel are involved in approved activities relating to their assigned duties. Approval of the request will be based on #8 below. Approval must be from the school principal.
2. All requests for professional leave should be submitted at least one week in advance using the proper request form. (Form: Request for Approval of Absences Under the Substitute Teacher Regulations)
3. Reimbursement for approved expenses must be made on the proper form within 30 days after completion of the activity. (Form: Reimbursement of Travel and Other Expenses Incurred in the Discharge of Official Duty)
4. Approved expenses will be reimbursed at the appropriate state level unless specifically waived by the superintendent. We may exceed the state guidelines only with prior approval. State guidelines will not be exceeded unless approved by the superintendent or designee.
5. State rates are as follows:

| | <u>In-State</u> | <u>Out-of-State</u> |
|------------------|-----------------|---------------------|
| Breakfast | \$ 8.60 | \$ 8.60 |
| Lunch | \$11.30 | \$11.30 |
| Dinner | \$19.50 | \$22.20 |
| Lodging | \$75.10 | \$88.70 |

Please note that lodging will not be reimbursed exceeding 75 miles one way from the employee's workplace, such as Winston-Salem and Greensboro locations. Extreme circumstances must be approved by the superintendent or designee.

Conference Registration: Actual amount with receipt

Travel: .575¢ per mile

Travel by taxi or shuttle: \$5.00 for each one-way trip

Tolls, parking, or storage fees: Actual amount with receipt

Tips: Actual amount, excessive tips must have receipt (excessive is any amount over \$2.00 per piece of luggage)

6. To be eligible for reimbursement for meals, the following stipulations apply:
 - travel involves an overnight stay **AND**
 - for breakfast, the employee leaves home before 6:00 a.m.
 - for lunch, the employee leaves home/work before 10:00 a.m.
 - for dinner, the employee returns home after 8:00 p.m.
7. With the exception of mileage, receipts are required for all expenses for which you are requesting reimbursement (including meals).
8. Approved reimbursements may be for the following:
 - SDPI sponsored workshops or meetings
 - state conferences approved by SDPI or conducted by a recognized professional organization to which a teacher or principal belongs
 - conferences, meetings, or workshops which a teacher is asked to attend as a representative of the school system
 - workshops, meetings, or conferences that directly relate to the job assignment of the person attending and have the approval of the school system