



Request for Reimbursement

Name:	Date:
Address:	School:
Date of request approval: <small>(Attach "Request to Attend Meetings, Workshops, Conferences" form)</small>	Department:
Location of Activity:	Date of Activity:
Description (purpose of expense/name of activity, workshop or conference):	

Description	Account number	Amount
Registration Fees (Do not include if prepaid by district)		
Mileage Total miles _____ X \$.70/Mile		
Meal Cost (Review table on back)		
Lodging		
Airfare		
Parking/Tolls		
Car Rental/Shuttle		
Other Expenses:		
Attach COPIES of ITEMIZED receipts Sales tax will NOT be reimbursed See back for Board policy on allowable expenses	TOTAL EXPENSES	\$

Signed/Approved	Date
Staff member:	
Principal:	
Director:	
Business Office:	

Please refer to the [Travel Related Expenses Guidelines](#) for a comprehensive listing of allowable expenses and exclusions.

Allowable Expenses:

Individuals requesting reimbursement must complete this form and attach all supporting documentation as indicated below:

- Individuals requiring the use of their personal vehicles for school business shall be reimbursed by the District at the current Internal Revenue Service mileage rate. Reimbursement will be from the claimants home school.
- Reimbursement for airfare and transportation expenses including parking fees, bus/taxi fares, highway tolls, and other expenses directly related to Neenah Joint School District business will be reimbursed at the actual cost. **Itemized** receipts are required.
- The cost of lodging will be reimbursed at the conference negotiated rate. **Itemized** receipts are required, no exceptions.
- Registration fees are reimbursable. Evidence of payment is required.
- The cost of meals (see guidelines below) for approved out-of-district activities that require an overnight stay will be reimbursed at actual cost. All receipts must be **itemized**; no exceptions.

Guidelines for meal reimbursement:

Meals will be reimbursed, **only as part of an overnight stay**, at a rate in accordance with district practices, not to exceed \$50 per day with allowance for separate meals as follows:

Breakfast/Brunch (when departing prior to 6:00 am)	Lunch (when departing prior to 10:30 am and returning after 2:30 pm)	Dinner (when departing prior to 4:30 pm and returning after 7:00 pm)
<i>Up to \$10</i>	<i>Up to \$15</i>	<i>Up to \$25</i>

All meal allowances may include a tip, not to exceed twenty percent (20%). If meals are included in the conference registration fee or free with stay, the \$50/day allowance is reduced by the designated meal allowance amount. Anything exceeding this amount would be the responsibility of the employee.

Expenses Not Reimbursable:

The following expenses will not be reimbursed:

- Sales tax
- Entertainment of any kind, whether planned especially for convention participants or not
- Alcoholic beverages
- Traffic or parking fines
- Air travel under 300 miles
- Travel (bus/taxi fares) to other destinations from the meeting site for personal purposes
- Expenses due to the inclusion of a guest
- Overnight accommodations less than 60 miles from the employee's home school.