

RSU 26

EMPLOYEE REIMBURSEMENT PROCEDURES

ALL reimbursements must receive prior approval from the building principal and the business office. This can be done through a professional leave request form, a course approval form or an approved purchase order. Any reimbursements requested that have not received **prior** authorization may not be approved.

ALL reimbursements require a reimbursement form completed by the employee and approved by the building principal. Reimbursement forms can be found in the school offices and on the staff portal. There must be **DETAILED** receipts attached to the reimbursement form. We cannot accept a receipt with just a total amount spent, it needs to have a detail of items purchased. (See attached sample) We cannot reimburse tax due to audit regulations.

Supply Reimbursements

- Detailed/Itemized receipts must be attached to reimbursement form

Mileage Reimbursement

- Any submission for mileage reimbursement must be made on the mileage reimbursement form upon return, approved by the building principal and attached to the reimbursement form. Please be aware that the mileage calculation should be from/to the school not from your home. We use the IRS rate on July 1st of each fiscal year. Employees will be asked to travel together when traveling to the same location. You may choose to take your own vehicles but in that case the mileage will be split amongst drivers. In some cases administration may request employees use rental cars. If an employee chooses to still use a personal, the mileage reimbursement will be at the rate of the rental car costs.

Course Approval Reimbursement

- Tuition reimbursement is only done if there can be no third party billing set up and has been previously approved
- Book reimbursements require detailed receipts
- Reimbursement form must be completed with attached receipts

Professional Leave Reimbursement (see procedure for Professional Leave Requests)

- All professional leave reimbursements must have had prior approval on the professional leave request form. Please make sure you have **completed** the form with all expected reimbursements for the leave. Reimbursements not included on the prior approved form will not be made
- Any submission for mileage reimbursement must be made on the mileage reimbursement form upon return, approved by the building principal and attached to the reimbursement form. Be aware that the mileage calculation should be from/to the school not from your home. We use the IRS rate on July 1st of each fiscal year. Employees will be asked to travel together when traveling to the same location. You may choose to take your own vehicles but in that case the mileage will be split amongst drivers. In some cases, administration may request employees use rental cars. If an employee chooses to still use a personal, the mileage reimbursement will be at the rate of the rental car costs.
- Meal reimbursement will be on a daily rate broken down by meals depending on departure and return times. If there are meals provided at no costs to the employee at the conference and/or hotel than those meals will not be included in the daily rate:

Breakfast- \$13 – When travel begins before 6:00 AM and extends beyond 8:00 AM

Lunch- \$14- When travel begins before 11:00 AM and extends beyond 1:00 PM

Dinner- \$23 (\$33 out of state)- When travel begins before 5:00 PM and extends beyond 7:00 PM

No receipts will be required for meal reimbursement as we are following the daily rate model, however, a reimbursement form must be completed upon return.

- Hotel reimbursements require detailed/itemized receipt from the hotel. In some cases, **out of state** taxes may be paid for hotels as they may not accept our Maine tax exemption. However, most hotels will accept a school check if contacted when reserving the room. This is the preferred method.
- Any other reimbursements associated with a professional leave request, such as tolls, parking, public transportation must be accompanied by a detailed/itemized receipt and have prior approval. Employee must complete a reimbursement form upon return with all required receipts attached.