

INSTRUCTIONS REIMBURSEMENT FOR TRAVEL EXPENSES

All persons traveling at school district expense should exercise the same economy as a prudent person traveling on personal business. Persons should differentiate between expenditures for school district business and those for personal convenience. Reimbursement for official travel is limited to actual and necessary amounts paid. Persons traveling within the Williamsport Area School District will NOT be reimbursed for travel or meals.

The employee shall be reimbursed for travel expenses when travel has been authorized. All essential details in support of the travel should have been submitted with the conference request authorization form. Transportation expenses shall be reimbursable at the approved rate when the employee's personal automobile is used. The cost of other modes of transportation is reimbursable when such transportation would yield an economy to the school district. Toll road, bridge, ferry and parking charges; lodging and meal expenses; as well as related reasonable gratuities (up to 18%) must be itemized for reimbursement. Conference registration fees are reimbursable. No single meal, including the gratuity may exceed **\$20.00** unless such cost includes a fee to attend a luncheon/dinner with a speaker or presenter (copy of registration must be included). Alcoholic beverages are NOT reimbursable.

The maximum travel expense available under the PDC plan is \$500.00, including the cost of substitutes. All other travel expenses may only exceed the amount approved by 10%.

The employee will only be reimbursed by completing a Travel Expense Report. The employee must sign the voucher, have his/her supervisor sign it and submit to the Superintendent's/Assistant Superintendent's Office for signature.

The employee shall attach to the report ALL the receipts received during the course of travel. Receipts are required for ALL items. An explanation should be given for any unusual item.

The district's purchasing cards may be used for certain conference payments. The cards may be used for registration, lodging and non-automobile travel (airfare, rail fare). Cards may **NOT** be used for gasoline, food/meals or personal expenses.

If you use the purchasing card to guarantee a room reservation and you plan to charge the room to the card be sure to make arrangements with the vendor about accepting the card number for payments. Vendors may require Sales Tax Exemption Forms and/or some other authorization before they will accept the card number for payments. The Business Office will help you with this information.

All receipts must then be signed, have account numbers assigned and submitted to the Accounts Payable Clerk in the Business Office for processing of payment. COPIES must also be submitted on the Travel Expense Report for verification with conference approvals.

If you charge registration or travel expenses which are subsequently cancelled it is your responsibility to obtain proper credit from the company or organization involved and then forward this information to the Accounts Payable Clerk as on previous receipts.