

EXPENSE REIMBURSEMENT

I. TRANSPORTATION

- A. Commercial Airfare (coach) or lower group fare.
- B. Mileage at the IRS established rate.
- C. Mileage to and from airport may be included on regular mileage report.
- D. Use of rental car must be preapproved by the Chief Financial Officer. Rental car use will generally be a nonreimbursed item.

II. MEALS

Daily Per Diem Rate-In State	Daily Per Diem Rate-Out of State
Daily Rate-no receipt required \$42.00	The daily rate will be the GSA CONUS Standard Rate for the destination Metropolitan area—no receipts required.
Breakfast-Detailed Receipt Required \$8.00	Breakfast-Detailed Receipt Required 20% of daily rate
Lunch-Detailed Receipt Required \$14.00	Lunch-Detailed Receipt Required 25% of daily rate
Dinner-Detailed Receipt Required \$20.00	Dinner-Detailed Receipt Required 55% of daily rate

- A. Meals that are part of registration should not be itemized on the reimbursement claim under meals. The cost of those meals will be reimbursed under registration.
- B. Reimbursement of meal expenses incurred in the Twin Cities Area only when:
 - 1. Meals are part of registration or clearly identified group or organization meeting for which attendance is authorized.
 - 2. Employee is supervising approved student activity.
 - 3. A workshop or conference outside of the District is conducted before and after a meal, e.g., morning-afternoon; afternoon-evening.

Example of how to fill out the meals reimbursement claims:

Meals: **(Itemizing and detailed receipts required when full day per diem of \$42 is not applicable)**

Breakfast(s)	4/12:		4/13:	\$8.00	4/14:	\$5.25
Lunch(es)	4/12:	\$5.50	4/13:	\$14.00	4/14:	\$7.50
Dinner(s)	4/12:	\$12.25	4/13:	\$20.00		

*receipts would not be required for 4/13, but would be for 4/12 and 4/14

III. LODGING

- A. Actual cost of lodging (as per reservations made through district) receipt required.
- B. Double occupancy is required when possible.
- C. Lodging expenses in the Twin Cities area reimbursed only when employee is a supervising student as part of an approved activity.

IV. MISCELLANEOUS

- A. Registration
- B. Cab
- C. Parking, etc. Receipts must be provided. If you are not provided with one, ask for one.
- D. Parking at Minneapolis International Airport not to exceed 5 days (long-term lot only). Off Site airport parking is more efficient.

V. CLAIMS

All claims for reimbursement are to be submitted **within 60 days** of the activity for which reimbursement is claimed. In very unusual circumstances, the Superintendent has administrative authority to deviate from this limitation.

VI. ADVANCES

Advances to employees for 90% of anticipated expenses to be incurred in the performance of certain responsibilities out of the Twin Cities metro area may be granted subject to the following:

- A. Expenses must be incurred as a part of the employee's regular assignment; and will not apply for attending conferences, workshops, conventions, etc.
- B. Applicable only for meals, mileage, and incidental expenses for which reimbursement is authorized; and does not apply for lodging or common carrier transportation for which direct billing is available.
- C. Anticipated expenses must exceed \$50 per month.
- D. All district policies/procedures governing per diem, receipts, reports, etc., are applicable.