

Employees requesting reimbursement must submit a request **within 60 days** of the date the expense was incurred. The MRUSD and its member schools will not reimburse expenses older than 60 days. At Fiscal year-end (June 30), all requests for reimbursement must be submitted by July 15th. Any requests received after that date will not be reimbursed. This process, as outlined below, follows Generally Accepted Accounting Principles.

Mileage:

- Complete the MRUSD Mileage Reimbursement Form.
- Include a MapQuest or similar source for trips beyond 20 miles.
- Reimbursement will be at the IRS Standard Mileage rate.
- Requests must be signed by individual requesting reimbursement, approved by the supervisor, and correct account numbers listed.
- Mileage will be reimbursed from the starting point (home or school) closest to your destination

Workshops and Conferences:

- Requests to attend a conference or workshop must be approved in advance by the appropriate Administrator.
- Registration fees are limited to the actual cost of the conference.
- Air or Train Transportation is limited to the most cost-effective rate considering circuitous routing, unreasonable hours, and excessive prolonged travel.
- Rental cars are limited to the most cost-effective rate considering the needs of the individual(s).
- Other necessary transportation fees such as shuttles, taxis, tolls, parking, etc. are reimbursable.
- Lodging at the conference venue is reimbursable. If such lodging is unavailable, then lodging is limited to the most cost-effective rate considering proximity and access to transportation.
- Meals will be reimbursed based on actual itemized receipts subject to maximum of \$59 per day.

General Reimbursement: (Store purchases, restaurants, online, websites, etc.)

- Complete an MRUSD Reimbursement Form.
- **A detailed receipt must accompany all requests for reimbursement.**
- **A credit card receipt is not sufficient documentation for reimbursement.**
- Reimbursement for meals, if allowed by master agreement or guidelines, up to a total of \$59 per day is reimbursable with the detailed receipt.
- No reimbursement will be made for non-employees (significant others, friends, etc.).
- No reimbursement will be made for alcoholic beverages or other extraneous options.
- Reimbursement for rooms and meals tax is customary.
- Reimbursement for wait-staff tips not greater than the usual and customary (15-20%) is customary.
- No reimbursement will be made for sales tax on purchases unless the tax is due to another state.
- Generally, the purchase order system is to be used for all purchases; on the reimbursement form, explain why it was not used for this purchase.
- Requests must be signed by individual requesting reimbursement, approved by the supervisor, and correct account numbers listed.

Only expenditures addressed in this procedure are considered reimbursable. *Forms can be found on the MRUSD Employee Portal or website*