

Mona Shores
Public Schools

Send check to: _____

All reimbursements must be submitted for the prior fiscal year no later than August 15.

ACCOUNT NUMBER: _____

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Finance Director Approval: _____ / /

Maximum Meals Allotments: \$40.00 per day

Expense Reimbursement Form Instructions

Mileage

Reimbursement will be for approved work-related miles driven using one's personal vehicle.

Reimbursement will be paid at the IRS standard mileage rate in effect at the time the miles were driven.

Driving from home to work and work to home is considered commuting by the IRS and not eligible for mileage reimbursement. It is the assumption of Mona Shores that every employee has a regular place of work. The following situations should help explain what mileage will be reimbursed by Mona Shores:

- Work related travel from your regular place of work to a meeting in another building or the MAISD.
- Work related travel from one district building to another.
- Work related travel from your regular place of work to a student's residence.
- Work related travel from one student's residence to another student's residence.
- Work related travel from your home to a conference out of town, only when the distance from your home to the conference is less than from your regular place of work. Otherwise the distance from your regular place of work to the conference must be used.
- Work related travel on your way to/from home is only reimbursable to the extent that it exceeds the commute home. For example, you are dropping off a deposit on the way home from work. Your normal drive home is 3 miles. Stopping at the bank increased this trip to 3.5 miles. The 0.5 extra is eligible for reimbursement by the district.

*** If you are travelling outside of Muskegon County please provide a printed map with mileage.**

Conference/Workshop Related Expenses

Approved expenses incurred while attending a conference or workshop will be reimbursed.

Meal expenses are reimbursable only if your trip is overnight or long enough that you need to stop for sleep or rest to properly perform your duties. If meal reimbursement includes other employees or guests, please list this information on the receipt. **ORIGINAL ITEMIZED RECEIPTS** are required for reimbursement.

The daily meals maximum is \$40 per day, including tips. Under no circumstances will alcoholic beverages be reimbursed. Tips in excess of 15% will not be reimbursed.

Lodging costs should not exceed the lowest single room rate charged by the hotel unless you are sharing a room with another Mona Shores employee also attending the conference/workshop. Please be sure to bring a signed tax exempt form for your hotel stay in order to be exempted from state sales tax.

Parking fees will be reimbursed. Valet parking is not permitted unless required by the hotel.

Conference/workshop reimbursement requests should be submitted within 60 days of the event.

All related expenditures should be itemized on the request and should be supported by actual receipts.

Supply/Other Expense Reimbursement

Reimbursement for the purchase of district related supplies is intended for the occasional situation requiring a last minute supply purchase of less than \$100. Supply reimbursement will not be made in an amount exceeding \$100.

Reimbursement Request Due Dates

Reimbursement requests for expenses or mileage must be submitted for payment monthly unless the amount is less than \$10. For amounts less than \$10, the reimbursement may be requested when reimbursements exceed \$10 or at the end of a calendar quarter.

All reimbursement requests for the school year must be turned in prior to leaving for summer break.

SALES TAX WILL NOT BE REIMBURSED

All reimbursements must be submitted for the prior fiscal year no later than August 15.

Reimbursements submitted after this deadline will not be reimbursed.