

USD 250 Pittsburg Community Schools

Request for Reimbursement



NAME _____ DATE _____

Building or Department _____

To Be Completed by PDC Chair - State/Fed Fund or Building Administrator

Approved for Reimbursement	_____	Fund # _____	Name _____
Approved for Reimbursement	_____	Fund # _____	Name _____
Approved for Reimbursement	_____	Fund # _____	Name _____
PDC Building Chair Signature	_____		Date _____
State/Fed Fund Administrator	_____	_____	Date _____

Date(s) Expenses Incurred From _____ to _____

Event/Location _____

Nature of Expense(s) _____

1. REGISTRATION - Attach Receipt or Proof of Registration _____

2. TRANSPORTATION

A. Use of Personal Vehicle 0.51¢/mile Total # of Miles _____ \$ _____

Personal mileage will only be approved by the superintendent when a district vehicle is unavailable.

B. District Vehicle Total Fuel Receipts Attached _____

C. Public Transportation Total Receipts Attached _____

3. HOUSING - Attach Statement/Folio _____

4. MEALS - DAY TRIP (Meal Policy at bottom of form) _____

5. MEALS - PER DIEM (Check box if traveling overnight) Day of Departure & Day of Return paid at 75%. _____

6. OTHER

A. _____

B. _____

Total Expenditures _____

Total Reimbursement Requested \$ _____

Submitted by: _____

School/Department _____ Confirmed by: _____

Building Administrator/Supervisor

1. Complete this form and submit it to the appropriate personnel and/or administrator for approval.
2. Transportation - If district vehicle or common carrier, attach gas receipts and enter total.
3. Meals - Day and overnight travel guidelines listed on back of form.
4. All receipts turned in **must be Itemized** receipts.
5. Reimbursement for professional development is based upon pre-approved expenditures and methods of distribution of funds at the building level. See your building PDC representative if you have questions.

USD 250 Business Office _____

USD 250 Pittsburg Community Schools

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Day Travel/Meal Reimbursement:

If approved, a daily stipend may be granted for meals. In this case no receipts are required: Breakfast \$5.00, Lunch \$5.00, Dinner \$10.00. If approved, reimbursement may be made for meals. In this case itemized receipts must be submitted: Breakfast up to \$7.50, Lunch up to \$7.50, Dinner up to \$15.00.

Overnight Travel/Meal Reimbursement:

Only expenditures for meals incurred while on *overnight travel* for school-approved professional development will be reimbursed. The Professional Development Council (PDC) recommends that staff consume meals as provided by hotel accommodations and/or conventions, conferences or other professional development activities. Reimbursed in the following manner:

- Persons traveling overnight on approved school-related professional development **within the state** are limited to a per diem of \$22 per day. For the day of departure and the day of return, the reimbursement is limited to 75% of the per diem rate or \$16.50.
- Persons traveling overnight on approved school-related professional development **outside the state** are limited to \$30 per diem. For the day of departure and the day of return, the reimbursement is limited to 75% of the per diem rate or \$22.50.
- If the destination city/state (that is the city/state where the night is spent) is in an area deemed by the District (see Appendix) to have a higher per diem, the higher rate will apply. The day of departure and day of return will be paid at 75% of the prevailing per diem.
- All meal expense and gratuities are included in the per diem reimbursement rate.
- No receipts are necessary for reimbursement.
- Employees should not pay for meals of other employees and apply for reimbursement.
- When meals are provided as part of the conference registration and payment, those meals are not eligible for reimbursement to the employee. Requests for reimbursement will be adjusted accordingly if these meals are claimed on a reimbursement form.

Cities/States with Higher Per Diem Rate

\$40 Per Diem

See USD 250 *Professional Development Guidelines* for additional information.