



## Approved Mileage Throughout the District

One Way	PCHS	PCMS	Barry/ Pathfinder	Rising Star	Siegrist	Paxton	Smithville	Park Hill
<i>PCHS</i>			14.3	1.1			11	10.8
<i>PCMS</i>			14.3	1.1			11	10.8
<i>Barry/Pathfinder</i>	14.3	14.3		15.4	14.3	14.3	10	3.9
<i>Rising Star</i>	1.1	1.1	15.4		1.1	1.1	12.3	12.2
<i>Siegrist</i>			14.3	1.1			11	10.8
<i>Paxton</i>			14.3	1.1			11	10.8
<i>DEC</i>			14.3	1.1			11	10.8
<i>Smithville</i>	11	11	10	12.3	11	11		13.6
<i>Park Hill</i>	11	11	3.9	12.2	10.8	10.8	13.6	



# Travel and Expense Reimbursement Guidelines (July 1, 2014)

## Mileage

The annual review of the travel reimbursement rate is in line with the district's fiscal year, which is July 1 through June 30. The rate is set by the Superintendent of Schools and the Assistant Superintendent – Personnel/Operations. Mileage for required meetings is reimbursable. Mileage for voluntary meetings is not reimbursable. Mileage is not reimbursable for a full day assignment; however, if you have two different assignments in one day the second destination is reimbursable one way to the second destination. If you go home in between district destinations, you will not receive pay for that mileage.

**Personal Vehicle:** Mileage will be reimbursed at the rate of \$0.50 per mile.

See PCSD reimbursement form for current rate.

The allowable mileage represents the **maximum** number of miles to be reimbursed when traveling to these locations. For all other destinations, mileage reimbursement is calculated from DEC building or home, whichever are fewer miles.

## Meal Reimbursement

\$40.00 Daily

The reimbursement amount shall be prorated for partial days during travel or the appropriate amount deducted if the meal is provided as a part of the event. (Breakfast \$9, Lunch \$11, Dinner \$20). A copy of the agenda that shows meals provided/not provided should be attached to the advance request. The original itemized receipts are required for reimbursement. The daily allowance may be carried over into the next day. For example, if you are gone three days and spend \$30.00 on the first and second days and \$60.00 the third day, you will be reimbursed a total of \$120.00.

## Gratuities and Taxes

Gratuities and taxes will be reimbursed if the total daily allowance for meals is not exceeded. Hotel state tax in Missouri will not be reimbursed. **Please take district tax exempt letter for all overnight conferences.**

## Receipts

Reimbursement requests for any meals or services that do not accompany an **itemized** receipt are not accepted. A receipt for meals must be **itemized**, as alcoholic beverages are not reimbursable.

## Other

Expenses incurred for tolls, parking, transportation, fees for registration and/or materials, etc., are reimbursable with the receipt. Parking at KCI Airport will be reimbursed at the satellite parking rate. Recreation, spouse/family expenses, phone calls, hotel internet usage and movies are not reimbursable expenses.

Alcohol, recreation, site seeing, spouse/family expenses, phone calls, hotel internet usage and movies are not reimbursable expenses. Snacks and drinks while in route will not be reimbursed.

You must fill out PCSD reimbursement form completely/correctly by **1<sup>st</sup> of month** to ensure reimbursement in a timely fashion.

