



**Reimbursement Schedule
2023-2024
Board Approved: 6/19/2023**

Employees will be reimbursed for authorized travel expenses incurred for business conducted for the Creston School District. The School Board shall annually approve the reimbursement schedule.

Submission of travel claims: All travel claims must state the actual expense incurred by the claimant, and shall not include expenses paid by other individuals, or for the purchase of miscellaneous items which are not needed in the performance of official duties.

Meal reimbursement amounts include tax and tips. Itemized receipts must be submitted for reimbursement. “Travel Status” is defined by the IRS as having lodging either the day of the meal reimbursement or the night previous to the meal reimbursement. Meals with no overnight lodging are taxable to the employee. The district shall not reimburse for alcoholic beverages.

Mileage reimbursement shall be provided when approved in advance by the appropriate supervisor or superintendent. Mileage is based on direct travel from the district (or home) to the meeting location. A map shall be submitted that indicates the mileage from point A to B.

Lodging: As much as possible, the business office will make lodging arrangements and schedule payment with the designated hotel. Reimbursement for lodging expenses shall be provided when approved in advance by the appropriate supervisor or superintendent.

Parking reimbursement shall be provided when public parking is not available. The parking ticket or receipt must be submitted for reimbursement.

Please complete reimbursement requests in VISTA.

Meals:	Not to exceed \$60 per day for overnight travel or breakfast \$15 lunch \$20, & dinner \$25 for day travel *Students \$25 per day
Mileage:	IRS & State .655 per mile
Lodging:	Reasonable expense

*students are reimbursed \$25 per day for expenditures as a result of state competition

District Policy: 401.7 Employee Travel Compensation