

Gibraltar School District
Guidelines and Processes for Approved Travel Expenses

In accordance with Policy 6009 and Administrative Regulation 5800-AR, pre-approved travel expenses for conferences, workshops, and other district-sponsored events will be reimbursed according to the guidelines and processes outlined below. Where the term appropriate administrator is used, this may be the requesting employee's immediate supervisor, administrator who oversees the funding sources of the expenses, or the superintendent/designee of the superintendent.

- Pre-Approval should be submitted using the form, "Gibraltar School District - Professional Development Workshop/Conference/School Business Request"
- Request for reimbursement should be submitted using the form, "Gibraltar School District Travel Expense Voucher/Employee Mileage Summary"

Lodging/Parking:

- Price and location should be primary considerations for determining lodging arrangements. The determination of number of nights and lodging shall be submitted for approval to the appropriate administrator.
- Michigan Sales Tax will not be reimbursed for lodging expenses. It is the requesting employee's responsibility to obtain the most recent tax-exempt certificate from the Gibraltar School District Business Office, and ensure sales tax is not charged by the place of lodging.
- If parking fees are assessed, parking fees will be reimbursed if dated receipt showing fee is submitted.

Meals:

- For any meals on the days of the conference/workshop which are not provided, the cost of pre-approved meals will be reimbursed.
- Allowable daily costs per person are as follows:
 - Breakfast, \$10 per day
 - Lunch, \$15 per day
 - Dinner, \$25 per day
- Reimbursement can be made only under the following circumstances:
 - A dated itemized receipt is submitted *AND*
 - A dated proof of payment receipt is submitted *AND*
 - The date/time are in line with the date of conference and time of day for meal
- Under no circumstance will the cost of alcohol be reimbursed.

Mileage:

- When pre-approved by the appropriate administration, mileage incurred in excess of daily commuting miles will be reimbursed at the rate identified in current board policy/administrative regulations.
- A printout(s) showing exact starting and destination addresses must be submitted showing most reasonable direct route, with adjustments made reflection the subtraction of daily commuting miles, where appropriate
 - Travel on a regular work day originating/ending at home address should reflect a reduction for regular commuting miles.
 - Travel on a regular work day originating/ending at work address (after reporting to, or reporting back to) work should not reflect a reduction for regular commuting miles.
 - Travel on a non work-day should not reflect a mileage reduction for regular commuting miles.

With a complete and accurate submission of pre-approved expenses, reimbursement shall generally be made to the requesting employee within 30 days of submission. Submission should be approved by the appropriate administrator and submitted to the accounts payable office where final approval will be obtained before processing.