

## SCHOOL DISTRICT OF THE MENOMONIE AREA

671.1 Exhibit(1)

### EXPENSE REIMBURSEMENTS

The following procedures govern the reimbursement of actual, necessary and reasonable costs incurred by school district employees and board members. All travel on district time and at district expense must have prior approval.

Personal expenses for which employees shall be entitled to (not to exceed the maximum reimbursement rates) shall include:

- Mileage will be reimbursed at the IRS standard mileage rate plus necessary parking costs.
- Meals will be reimbursed in connection with overnight travel or as part of official school business events. Meals will be reimbursed for actual costs per meal in accordance with the standard U.S. General Services Administration (GSA) meal allowance rate. The meal allowance does not cover alcoholic beverages, but does include tips, nonalcoholic beverages, and meals. To be reimbursed, claims for meals must be accompanied by an itemized cash register slip or other evidence of purchase.
  - Meals that are included as part of a conference registration shall be utilized by the conference participant, and, as such, no reimbursement shall be made for meals eaten in lieu of the meal provided by registration.

Expense claims shall be submitted to the Business Department within thirty days after the end of the month in which such expenses were incurred.

REVISED:    January 10, 2005  
                  July 24, 2006  
                  April 10, 2017