



# Reimbursement Criteria

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The purpose of this memorandum is to provide criteria for reimbursement of expenses effective January 2017.

- Appropriate documentation must be submitted to and approved by the Superintendent's office prior to the incurrence of expenditure. This documentation may be in the form of registration or conference request forms.
- Documented mileage will be paid at the applicable IRS rate as of the date incurred.
- No reimbursement will be made for meals if meals are provided within the cost of registration or hotel room rates.
- For day trips, reimbursement of up to \$17.50 will be provided for a mid-day meal.
- For overnight trips, the following reimbursement criteria apply:
  - First day of overnight trip: reimbursement not to exceed \$17.50 for a mid-day meal and \$25.00 for an evening meal.
  - Middle days of overnight travel: reimbursement not to exceed \$7.50 for morning meal, \$17.50 for mid-day meal and \$25.00 for evening meal.
  - Last day of overnight trip: reimbursement not to exceed \$7.50 for morning meal and \$17.50 for mid-day meal, unless otherwise approved.
- Other reasonable expenses such as parking will be considered for reimbursement if appropriate documentation is provided.