

Northland

LEARNING CENTER

Staff Workshop and Travel Reimbursement Procedures

1. **PREAPPROVAL:** Provide a Travel Expense Report to Administrative Assistant via Email or paper. The travel expense report can be obtained from Administrative Assistant or at www.northlandsped.org Include all the pertinent details of the workshop (i.e. who, why, what, where, when, agenda). List all expected expenses for the travel; registration, lodging, meals etc. If your travel goes over expected expense, the District may not reimburse the additional cost. Administrative Assistant or Executive Director will contact you with Approval.
2. **REGISTRATION:** Allow a minimum of fifteen (15) days processing period when sending preregistration payment requests. Always send a completed registration form. This information may be provided by a link in email.
3. **LODGING:** A reservation may be made for you or you may be directed to make your own reservation. Please let Administrative Assistant know where you wish to Lodge and if it is part of the workshop registration. Payment of your hotel can be handled in one of two ways:
 - a. Some hotels will allow the district credit card to be used. Please consult with Administrative Assistant if this is an option for your venue.
 - b. You can pay for the room and submit for reimbursement.For either of these methods, the original, detailed hotel receipt that is received upon check out must be provided to the district.
4. **MEALS:** Meal reimbursement rates follow MDE Guidelines for meal reimbursement. Request for reimbursement will be made with original dated restaurant receipts only (Credit card receipt not acceptable). If restaurant charges are applied to the room bill, original receipts are still needed from the dining room. Tips will be reimbursed up to 15% or up to the meal allowance rate, whichever is lower. If you are dining with someone that you are not claiming reimbursement for, you must ask for separate receipts.

Upon return from your travel, provide all documentation to Administrative Assistant. Enter mileage as you do for monthly reimbursement. Provide a copy of the workshop agenda, if not previously provided (must include name, date and where it took place). Once all appropriate documentation has been received for Travel Expense Report, it will be sent to the business office for payment.

Expense Reimbursement – updated starting January 1, 2018

You must have your supervisor's written authorization (usually by way of a purchase order) prior to incurring an expense on behalf of the NLC. To be reimbursed for all authorized expenses, you must submit an expense report accompanied by original itemized receipts and approved by your supervisor. Please submit your expense report at least monthly, as you incur authorized reimbursable expenses, in order for the NLC to keep records and accounting accurate and current.

Meal Maximums

Meal maximums are recommended rates that have been approved by the NLC Board of Directors. The maximum meal reimbursement per day is listed below:

Breakfast: \$9.00; Lunch: \$11.00; Dinner: \$16.00 Maximum daily limit is \$36.00

In general, lunches are reimbursable only when on an overnight trip or when eating with someone on a business matter that cannot reasonably be conducted at another time. Routine lunches on the road are not reimbursed. Alcoholic beverages are never reimbursable. Original itemized receipts must be provided for each expenditure except parking meters and mileage. Meals will only be reimbursed with a proper itemized receipt. The itemized receipt must list the business purpose and the names of the individuals participating in the meeting. Reimbursement shall not exceed the daily meal maximum as specified above (ex. Only \$20 for dinner, even if no lunch or breakfast was purchased).

For the following metropolitan areas and any location outside the forty-eight (48) contiguous United States, the maximum reimbursement shall be:

Breakfast: \$11.00; Lunch: \$13.00; Dinner: \$20.00

The metropolitan areas are:

Atlanta	Baltimore
Boston	Chicago
Cleveland	Dallas/Fort Worth
Denver	Detroit
Hartford	Houston
Kansas City	Los Angeles
Miami	New Orleans
New York City	Philadelphia
Portland, Oregon	St. Louis
San Diego	San Francisco
Seattle	Washington, D.D.

- **Reimbursement Payable to:**
- **Department/Program:**
- **Title of Workshop:**
- **Site of Workshop/Travel:**
- **Inclusive dates of this report: From: to:**
- **Transportation Expense:**

- Mileage..... Total Miles Traveled: @ \$0.545/mile = \$
- Registration...(Attach workshop agenda)..... \$
- Lodging.....(Attach original receipt)..... \$
- Meals.....(Attach restaurant receipts)..... \$
- Parking.....(Attach receipt if possible)..... \$
- Other..... \$
- **REIMBURSEMENT TOTAL.....\$**

All reimbursements will be made through the regular payroll schedule.

I declare under the penalties of law that the expenses claimed are actual, correct and that no payment has been received or will be claimed for same expenses.

Signature: _____ Date: _____

Authorization Signature: _____ Date: _____

Comments:

Expense code:
