

MILEAGE & EXPENSE CLAIM FORM

SCHOOL YEAR: 2020-21

Name: _____

Position: _____

MILEAGE

DATE	ORIGIN	DESTINATION	ACTIVITY/EVENT	MILES

Account number to be charged: _____

Total miles traveled: _____

TOTAL MILEAGE REIMBURSEMENT: _____ X Current IRS mileage rate _____ = Mileage Amount: \$ _____

EXPENSE

***	DATE	DESCRIPTION OF EXPENSE	ACCOUNT NUMBER	COST

TOTAL EXPENSE REIMBURSEMENT:

Expense Amount: \$ _____

PLEASE NOTE: NON-ITEMIZED RECEIPTS WILL NOT BE ACCEPTED

TOTAL REQUESTED: \$ _____

Employee signature verifying expenses claimed as accurate and true:

Signature: _____ Date: _____

Approved: _____ Date: _____

*****Please see the reverse side of this form for IMPORTANT information**

Meal reimbursements (including tip):

Not to exceed \$38.00 per day if gone for a full day conference

Not to exceed \$22.00 per day if gone for a half day conference

Itemized receipts must be attached to this request. **No reimbursements will be made without a receipt.** Copies of non-itemized credit card slips will not be accepted.

Meal reimbursement must be designated as either “*Business-Related*” or “*Non-Business Related*.” Please place a checkmark in the column labeled “***” to indicate that the reimbursement is a “Business-Related” meal reimbursement. If you do not check in the space indicated, the business office will assume the reimbursement is “Non-Business Related” and, therefore, considered taxable.

If you pay for “Non-Business Related” meals for colleagues and request reimbursement, the entire amount is considered taxable.

A “Business-Related” meal reimbursement must meet one of the following criteria:

- The employee is traveling away from home for a conference, workshop, etc. and is staying overnight.
- The cost of the meal is included as part of the registration fee.
- The meal took place in a clear business setting, business was actively conducted, and the business that was conducted is directly related to your profession.

A “Non-Business Related” meal reimbursement will be added to your payroll and is subject to federal withholding and social security deductions.

Examples of “Non-Business Related” meal reimbursements:

- Employee attends a full-day conference. The conference does not include lunch and employee joins several colleagues for lunch at the restaurant down the street. The conference material is minimally discussed over lunch before everyone returns for the afternoon sessions of the conference.
- Employee attends a partial-day conference and stops for lunch on the way back to school.
- Employee attends a full-day conference. After the conference, several attendees have dinner together before returning home. Conference material is minimally discussed during dinner.