

Employee Reimbursement Policy

Meals

- Employees are eligible for reimbursement for meals if they are on a school sponsored business trip **lasting more than 4 hours or requiring an overnight stay**. Meals will not be reimbursed for trips that do not meet these requirements. Meal reimbursement for day trips will not exceed \$15.00 per day. For overnight trips Dept. Head approval can be obtained via email to exceed the \$15 per day meal allowance. The allowance will not exceed \$20 per meal. Gratuity also cannot be included for reimbursement. **Each staff member is responsible for their own expenses – do not pay for others. Alcoholic beverages will not be reimbursed.** Only itemized receipts will be accepted. Each receipt must show the item purchased. (It's best practice to obtain a separate receipt if purchasing alcohol. Doing so will make the reimbursement process smoother)

Mileage

Employees below the manager level are eligible for mileage reimbursement for school sponsored business **trips in excess of 20 miles round trip**. This includes lead and master teachers. **Note: Mileage reimbursement will be paid for the most direct route. If an exception needs to be made, it must be approved by your Supervisor.**

Overnight Stay

A maximum of \$85 is approved for overnight hotel stay. In cases that lodging may not be found in that price range the operations manager may approve higher.

Out of State Employees

Employees may not claim reimbursement until they are in the state of Michigan. Once in the state MGLVA will reimburse travel expenses. The general employee reimbursement policy will apply.

Administrative staff will be reimbursed for **mileage in excess of 40 miles round trip with the exception of visits to the office**. MGLVA staff members will be reimbursed at the current federal guidelines per mile for travel required to perform his/her job.

Travel Expense of Family Members who accompany employee on School Business will not be reimbursed.

Expense Account Reimbursement Policies

1. Technical supplies such as extension cords, USB cables and routers are the responsibility of the employee. Be sure to check with the Operations Manager before ordering or buying any computer equipment or phones.
2. School will reimburse up to \$50 per month for internet service per household. MGLVA approves by the date the statement is issued. Not the payment date.
3. Any expense dated 45 days prior to submission is not eligible for reimbursement.
4. Staff will be allotted a maximum of \$75 for "classroom" supplies for the entire current school year. The school does not consider printer paper or printer ink as a classroom supply and may be expensed throughout the school year. **All classroom expenses must be submitted before June 1 of each year. If a classroom expense is submitted after June 1 it will not be reimbursed.**
5. Not all events are reimbursable. Check with Department Head prior to event.
6. The final expense submission for the fiscal year must be submitted no later than June 20th each year. Submission after June 20th will not be eligible for reimbursement. Expenses from the previous fiscal year cannot be carried into the next fiscal year.
7. The school does not pay for data storage. Please use personal OneDrive
8. All staff must attach an email as documentation of approval from the department head for items purchased outside of ISP reimbursement, toner replacement, paper and the \$75 yearly classroom expense. For testing any expenses other than mileage and meals should also have an approval email from the Testing Coordinator attached. The email will be attached to the receipts as documentation.

Below are some additional changes, tips, and reminders:

- Save all receipts and supporting data to verify expenses
- Purchasing of computer hardware, software, or office equipment is done through the Operations Manager. If you have a need for specific hardware, software, or equipment, you must notify the Operations Manager. Purchasing this item on your own and submitting a reimbursement is not permitted.
- When expensing hotel bills, charges for Room and Room Tax ONLY should be shown under Lodging. Charges for phone, food, or other misc. charges on the hotel bill should be listed in the appropriate categories on the expense report.
- When expensing charges for meals, entertainment and travel, use the expanded section at the bottom to include names of guests and travel itinerary information.
- Expense reports must be completed online using the Intacct Expense Program.

- Receipts must be submitted in PDF form. Scan receipts to computer and merge in order. NO cell phone pictures of receipts!
- Mileage can be expensed for to and from PD/events. Mileage will not be reimbursed for travel between overnight lodging and PD/event locations.
- Internet bills must show staff members name, address, charges and date of service – please exclude all access pages
- Mapquest/Google Maps proofs are considered 'receipts' – enter 'yes' in receipt area

Purchasing

- If a staff member needs an item to be purchased outside our internal vendors that purchase must be approved by the operations manager.
 - If the purchase is approved an invoice and W9 tax form must be collected from the vendor.
- The department head will send those to the Ops Manager to process with finance.