

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 will not exceed \$20.00 per meal. **Each staff member is responsible for their own expenses – do not pay for others. Alcoholic beverages will not be reimbursed.**

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.

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. Any other expense over \$25 needs to be pre-approved by Department Head or it may not be reimbursed.
3. School will reimburse up to \$50 per month for internet service.
4. Any expense dated 45 days prior to submission is not eligible for reimbursement.

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 by 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.
- List each charge separately on the spreadsheet.
- 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 name, address, charges and date of service – please exclude all access pages
 - Mapquest proofs are considered 'receipts' – enter 'yes' in receipt area
 - Use exact mileage on Mapquest proofs and be sure the amount entered on the Expense Form is the same as the proof
 - Be sure both totals match (bottom and right side of Expense Form)
 - Be sure name and date on top of form is filled out (in yellow)
 - Be sure name and date on bottom of form is filled out

Purchasing

- If a staff member needs an item to be purchased outside our internal vendors that purchase must be approved by the department head.
 - 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.