

Mendon Community Schools Bylaws & Policies

3440 - EMPLOYEE REIMBURSEMENT FOR EXPENSES

Employees who are on or conducting official business for the school district will be reimbursed for expenses incurred, including travel, fees, and lodging, if required. Other expenses will be provided for or reimbursed as follows:

A. Meals

1. Daily Trips - (including taxes and tips)

Breakfast - \$7.00

Lunch - \$10.00

Dinner - \$15.00

2. Conferences (over night and/or out-of-town) - Expenses reimbursed in full when submitted with receipts (Bar tabs and entertainment not included)

B. Mileage

1. School care will be provided whenever possible

2. If the employee is authorized to take his/her own care, s/he will be reimbursed at the IRS rate

Employees will be required to submit proof of all expenditures. This will include receipts, charges, etc. before reimbursement is made. The Superintendent will authorize and approve prior payments or reimbursement expenses.