

Reimbursement Procedures

Mileage:

- All mileage must be detailed. This includes:
 - Date of the miles requested for reimbursement.
 - Reason for the trip. If you are attending a conference/workshop, please include the Conference or workshop schedule.
 - Origin and Destination – If submitting In-District mileage include the location/building name.
 - Number of miles: Per the mileage rates set for In-District travel. Out of town travel must include the total miles (suggest using Map Quest).
- Employees will not be reimbursed mileage for delivering interschool mail. Please utilize the Interschool Mail or you must have prior administrative approval. This includes dropping mail off at the end of the day on your way home. Employees who must deliver interschool mail must have prior written District Office approval by Dave Skog, including his signature.
- The reimbursement rate for Calendar Year 2021 is set at the IRS rate, currently \$0.585.
- At this time, mileage is classified as non-taxable and will be reimbursed using the EBENONW2 pay code. You will see this pay code on your paycheck.

Tips and Meals:

Maximum Meal Reimbursement per day based on school board determination each year: \$50.00

- The purpose of the meal reimbursement policy is to reimburse employees for breakfast, lunch, or dinner expenses while traveling and doing business for the district. It is not to reimburse employees for snacks or beverages outside of a meal.
 - Snacks and beverages include pop, coffee, ice cream, chips, etc. This only means if outside of your meal. An appetizer and dessert purchased during the same meal is acceptable.
- Total daily meal and beverage reimbursement shall not exceed the daily meal maximum as specified above. The maximum reimbursement allowable includes the tip.
- The district will reimburse for one meal a sitting. Menus that include a second meal as a “special” (such as buy one get one) will not be accepted unless another employee is identified for the reimbursement.
 - If the employee is paying for multiple people, the name of the individual(s) eating each meal must be identified on the receipt. Note if the employee chooses this option, the tax/nontax rules apply along with all other district guidelines.
- The daily meal maximum includes tips (not to exceed 15%) and service/delivery charges.
 - The tip can be calculated on the total including taxes.
 - The tip can be reimbursed by paying with credit card or cash.
- Alcoholic beverages are never reimbursable.
- **Original itemized receipts** must be provided for each expenditure; including meals, hotel reimbursements, supply reimbursements, etc.
 - If the place of business does not have a detailed receipt, please ask for the server’s order slip or take a picture of the order slip for documentation.
 - The approver will review all receipts, including calculation of the 15% tip.
- If meals are included with lodging, transportation, or a conference/seminar/meeting, the employee is not eligible for reimbursement for that meal.
- According to IRS regulations, reimbursements for meal expenses on trips not involving an overnight stay are taxable income. Therefore, when the expenses are paid, federal, state, FICA, and Medicare taxes are withheld from the employee’s pay, and the amount of the expense will be included in wages on the employee’s W-2 form. The overnight stay distinction applies whether or not the employee incurs a lodging expense.

- Meal expenses not accompanied by an overnight stay should not be charged to the District credit card. Meals not accompanied by an overnight stay need to be paid personally and submitted for reimbursement.

Uniform/Clothing Allowance:

- Uniform and Clothing Allowances are reimbursable to limits per the Master Agreements. IRS Regulations and Procedures allow NON-TAXABLE reimbursements for Uniforms that are not suitable for everyday wear. If the items could be worn during other times in public, the cost may still be reimbursed, but the reimbursement will be treated as TAXABLE income to the employee.
- Please see IRS Publication 529 (2017) for further documentation.

Pay Code in SMARTHHR:	Description:	Result:
EBENONW2	For non-taxable, non W2 EBE reimbursed on the payroll check. This is used because the expense should not be taxed, and should not appear on the W2. Example: reimbursing for office supplies purchased, reimbursing for meals that were included along with an overnight stay, or reimbursing for mileage at or under the IRS allowed rate. An employee who must purchase shirts with the school name on it could fit this category. Shoes with steel toes could also fit this category.	Reimbursement on payroll check, net goes up.
EBETAXABLE	For reimbursing for meals when no overnight stay is involved. Clothing that could be worn at home or at work, could fit into this category.	Reimbursement on payroll check, net goes up, but taxes are also withheld FIT, SITMN, and FICA.

Process Reminders:

- Claims need to be turned into your building/department within 30 days after the actual expense. Claims to be paid over 30 day would need Superintendent’s approval and would be only for emergency situations (e.g. hospitalization).
- Employee will turn in their Claim and Reimbursement form to the appropriate building Administrator to review and approve the documents submitted. The Administrator will then turn into the District Office to be reviewed and approved by the District Accountant and given to the Payroll Department to process for payment.
- Completed forms with all signatures need to be turned into the District Office by the below dates:

Date due to District Office:	Pay Check Date:
15 th of the month	Last day of the month
Last day of the month	15 th of the next month