

Reimbursement and Purchase Card  
Allowable Expense Guidelines  
as of October 2018

The Board of Education may provide for the payment of the actual and necessary expenses, including traveling expenses, of any professional staff member of the District incurred in the course of performing services for the District, whether within or outside the District, under the direction of the Board and in accordance with the Superintendent's administrative guidelines.

The validity of payments for job-related expenses shall be determined by the Superintendent or designee.

The Board may pay the expenses of professional staff members when they attend professional meetings approved in accordance with the policy of this Board and in accordance with the administrative guidelines of the Superintendent.

*NEOLA Policy 3440*

1. **Receipts must be itemized.** Reimbursement will be denied for expenses not accompanied by an itemized receipt. Please note: the final credit card receipt is not acceptable. It must be itemized. The only exception is for parking, taxis, and tolls (see below).
2. Books or other classroom items may not be included on the Reimbursement Request Form for Out-of-District Expenses. They may be purchased only with prior approval.
3. If a receipt includes your full credit card number, you may submit a redacted copy. (Cover the number with black marker or correction tape and make a photocopy.)
4. All district purchase card guidelines must be followed. If it is necessary to use a district purchase card for excluded expenses (a meal that exceeds the permitted limit, for example), a check for the excluded amount must be attached to the purchase card log.
5. These guidelines apply to all purchases regardless of source of money (gifts, grants, federal funds, etc.)

Permissible Expenses	Excluded Expenses
<p>Accommodations</p> <ul style="list-style-type: none"> <li>▪ If sharing with someone who is not an MPS employee but who is attending the same event, the reimbursement will equal the total cost divided by the number of people sharing the room.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Movies</li> <li>▪ Personal telephone calls</li> <li>▪ Extra charges for additional guests in the room (i.e. spouse)</li> <li>▪ Accommodations less than 50 miles from Midland will not be reimbursed without a written explanation of why such accommodations were necessary</li> </ul>
<p>Mileage</p> <ul style="list-style-type: none"> <li>▪ The miles submitted should be the lesser of the distance from actual starting point (work or home) to the destination</li> <li>▪ Miles as estimated by an online mapping service such as MapQuest are <u>required</u>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Gasoline unless travel is by rental car or district-owned vehicle</li> </ul>
<p>Meals</p> <ul style="list-style-type: none"> <li>▪ Reimbursement, including tax and <b>tip of 15% rounded to next dollar</b>, will be limited to the meals rate breakdown maintained by the United States General Services Administration (Per diem rates available at <a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a> or see below)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Alcohol and any tax associated with its cost</li> <li>▪ Meals covered through the registration fee (i.e. if registration includes lunch, there will be no additional reimbursement for lunch during that time period)</li> <li>▪ Meals on the first or last day outside of the necessary travel time (i.e. lunch but no</li> </ul>

Permissible Expenses	Excluded Expenses
<ul style="list-style-type: none"> <li>The amounts in the table apply on an individual meal basis. They may not be combined. (i.e. skipping breakfast and lunch does not permit a larger reimbursement for dinner.)</li> <li>One person may pay for and be reimbursed for meals for all members of the group as long as all names are listed on the itemized receipt and the total does not exceed the aggregate amount for the group i.e. the total for a group of 8 could not exceed \$208 for dinner in Lansing</li> </ul>	<ul style="list-style-type: none"> <li>dinner expense for a Lansing conference that ended at noon)</li> <li>Meal costs beyond the individual limits listed in the table below</li> </ul>
Parking, taxis, and tolls <ul style="list-style-type: none"> <li>If itemized receipts are not available, submit an itemized list</li> </ul>	
Registration Fees	<ul style="list-style-type: none"> <li>Memberships</li> <li>Books, school supplies, etc.</li> </ul>

2019 Meals and Incidental Expenses Breakdown (Oct 2018-Sept 2019) (The URL shortcut to this page is [www.gsa.gov/mie](http://www.gsa.gov/mie)) See the table below to find the column that matches your destination. **MPS does not reimburse for incidentals.**

M&IE Total	\$55	\$56	\$61	\$66	\$71	\$76
Continental Breakfast/ Breakfast	\$13	\$13	\$14	\$16	\$17	\$18
Lunch	\$14	\$15	\$16	\$17	\$18	\$19
Dinner	\$23	\$23	\$26	\$28	\$31	\$34
Incidentals	\$5	\$5	\$5	\$5	\$5	\$5

Primary Destination		
Standard Rate	Applies for all locations without specified rates	55
Ann Arbor	Washtenaw	61
Benton Harbor / St. Joseph / Stevensville	Berrien	61
Detroit	Wayne	56
East Lansing / Lansing	Ingham and Eaton	56
Grand Rapids	Kent	61
Holland	Ottawa	56
Kalamazoo / Battle Creek	Kalamazoo / Calhoun	56
Mackinac Island	Mackinac	56
Midland	Midland	56
Muskegon	Muskegon	61
Petoskey	Emmet	56
Pontiac / Auburn Hills	Oakland	56
South Haven	Van Buren	61
Traverse City and Leland	Grand Traverse and Leelanau	66