



**INSTRUCTIONS FOR COMPLETING  
FINAL TRAVEL OR MEETING EXPENSE CLAIM**

Upon return from your trip, use this form to summarize all trip expenses; forward the completed form to your supervisor/department for review and approval. Once approved, the form will be sent to the Assistant Superintendent for Business Services for payment.

This form must be completed in such a manner that it is very clear to administrators and auditors where, when, and how the money was spent. If you have questions, please call the Business Office.

**1. TRANSPORTATION EXPENSES:**

- A. Be sure to complete each line that is applicable to your claim.
- B. Do not claim car/toll/parking expenses if you drive with someone else.
- C. The **55.5 cents** per mile (or current IRS) reimbursement rate does not include tolls. Include them as an additional item for reimbursement.
- D. Parking receipts must include date, time and payment.
- E. Your supervisor/department will supply the amount for prepaid air, rail or bus tickets.

**2. HOTEL EXPENSES:**

- A. District 62 pays for the cost of a single room when attending a meeting or convention. If an employee chooses to take his/her spouse, he/she must pick up the cost difference between a single and a double room. Hotel expenses are not paid for local area meetings, except by special request in advance.
- B. It is the responsibility of the employee to make hotel arrangements and pay advance deposits.

**3. MEAL EXPENSES:**

- A. The full day meal reimbursement will be limited to \$50.00 **per day including tips**, but excluding banquets or luncheons and all meals paid by others.
- B. For partial conference attendance days, the reimbursement per meal is limited to the amounts below:
  - a. Breakfast: \$10.00, **including tips**
  - b. Lunch: \$15.00, **including tips**
  - c. Dinner: \$25.00, **including tips**
- C. For conferences/workshops that are single day events or that are local (for which overnight stay has not been approved in advance), the pre-approved lunch meal reimbursement will be limited to \$15.00, **including tips**. Lunches are not eligible for reimbursement if a meal is provided for as part of the registration fee.
- D. Additional meal expenses are those incurred while you are attending the meeting.

**Note: Alcoholic beverages will not be reimbursed.**

**4. VERIFICATION:**

- A. Supervisors/departments are required to review appropriate expenses and approve the Final Travel or Meeting Expense Claim forms prior to submission to the Assistant Superintendent for Business Services.
- B. Copies of transportation tickets, **meal receipts**, parking receipts, registration information, and any other type of receipt should be attached to this final expense claim report upon your return. **It is extremely important, for auditing purposes, that all expenses be documented.**

**IF NOT DOCUMENTED PROPERLY, THIS FORM WILL BE RETURNED**

**5. TOTAL PAYMENT REQUESTED:**

- A. **ALL** expenses including those prepaid by the District, such as air fare and registration fees, are to be included as part of the total expenses shown on this form. These amounts, along with your cash advance, if any, are to be deducted from the total expenses to arrive at the reimbursement amount.