

Berrien Springs Public Schools - Important information for all employees and associates:

At the December meeting, the Board of Education approved the 2020 travel payment and reimbursement limits per board policy #6550. The 2020 expense reimbursement rates were set at:

Maximum Meal Allowance:

Breakfast \$14.00

Lunch \$16.00

Dinner \$26.00

(+20% gratuity if applicable)

Reimbursement and charges are only an appropriate expense during necessary travel and conferences for meals, not additional snacks or beverages, nor expensive drinks or desserts. Meal expense will not be reimbursed if the meal is included as part of the conference registration. Exceptions to these rates must have prior approval from the Superintendent.

Receipts for district purchase card charges or reimbursement requests must have the "itemized" receipt showing details of the purchase or food order included, not just the signed charge slip. It is a requirement that we have this as backup and reimbursement will not be made without a detailed supporting document turned in. Charges must include an adequate description for the expense so the auditors have documentation that the charge was necessary and the business office knows which budget to charge.

Conference request forms with estimated/anticipated expenses must be turned in for approval before the registration is processed. The proper expense reimbursement request forms are posted on the district employee website.

Meals for Staff Meetings/PD: Meals may only be provided for staff if the meeting/PD is more than 4 hours and lasts through a normal meal period and staff is required to attend through the meal period. The above maximum meal allowance applies for meetings/PD.

Time Ranges: In order to claim an expense for a travel meal, you must be in a travel status for more than three continuous hours within one of the following time ranges:

Time Range	Meal Allowed
12:01 a.m. to 10 a.m.	morning meal
10:01 a.m. to 3 p.m.	midday meal
3:01 p.m. to midnight	evening meal

You cannot claim a meal expense, however, if you stop to eat and extend the normal travel shift by the amount of time it takes to eat.

Lodging Allowance:

Reimbursement will be limited to the Conference rate, if attending a conference. All other lodging will be limited to \$150/night max, however exceptions may be made in extenuating circumstances as determined by the Superintendent.

Mileage:

Mileage for necessary travel and conferences will be reimbursed following the yearly amount allowed per mile set by the IRS. Mileage reimbursement request forms are posted on the district employee website. **The mileage rate set by the IRS for 2020 is 57.5 cents per mile.**

All other travel payment and reimbursement policies are documented in Board Policy #6550.