

**NEWTOWN PUBLIC SCHOOLS
BUSINESS OFFICE**

GUIDELINES FOR EMPLOYEE TRAVEL REIMBURSEMENT

- Use the [Expense Reimbursement Form](#).
- **Out of District Conference** - Include a copy of the conference brochure or meeting notice that shows name and dates of professional development activity.
- **Registrations** - If possible, registrations should be paid by the District.
- **Auto Travel** - For mileage reimbursement, include a copy of a map, such as Map Quest, that shows mileage driven, mileage reimbursement will be calculated at IRS current per mile rate (gas is not reimbursed).
- **Other Travel Service** - Uber service, taxi, bus, limousine expenses will be reimbursed by submitting receipts (original or online) or proof of payment on credit card.
- **Lodging** - You must provide **original itemized receipts** for hotel expenses. Hotel room bills should **not include** any entertainment, room service, or room upgrades. Hotel bill should show a \$0 balance to show it was paid in full.
 - If a person arrives at the conference site earlier or leaves later than is necessary for the conference, it will be assumed that the expenses incurred are for personal reasons and are not reimbursable.
- **Meals** - Employee meals that are not included in conference packages cannot exceed \$50/day total for all three meals (limit includes tax and tip). Tips may not exceed 20% off meal purchase. Meal receipts should be itemized and may not include liquor. Meal receipts are reimbursed for employees only, if paying for other employees please list the names of those employees.
- **Complete Reimbursement Form** - Be sure to sign as a requester on forms and obtain your supervisor's or principal's signature. Please be sure to include account code for all charges.

If you have any questions, please contact Accounts Payable at (203) 426-7611 or accountspayable@newtown.k12.ct.us.