



Quakertown Community School District

DISTRICT SERVICES CENTER
Office for Teaching and Learning
100 Commerce Drive
Quakertown, Pennsylvania 18951
(215) 529-2006
FAX (215) 529-2036 or (215) 529-2042

2020-2021 Expense & Travel Reimbursement

In order to comply with state purchasing guidelines set by the Pennsylvania Department of Education, a \$25.00 maximum limit per receipt will be enforced (This does not include reimbursement for conferences, workshops and mileage as outlined below). All items over \$25.00 must be processed through the requisition/purchase order process. Receipts handed in for any item(s) over \$25.00 will not be considered a valid expenditure because the Requisition Purchase Order process has not been used and a reimbursement will not be issued. A detailed receipt must be provided in order to receive reimbursement.

CONFERENCE REIMBURSEMENT EXPENSES: Attach original receipts for all expenses. Reimbursement is permitted ONLY for those items that are directly related to the conference and ONLY up to the estimated cost pre-approved by the Department Supervisor, Principal, Assistant Superintendent for Curriculum, and Superintendent, unless explanation and approval are given by the supervisor responsible for the budget account.

Meal & Incidental Expense (M&IE) Allowance (Effective Oct. 2019, Updated Each October): The maximum per diem meal expenditure is \$ 61.00; namely:

- Breakfast \$ 14.00
- Lunch \$ 16.00
- Dinner \$ 26.00
- Incidental Expenses \$ 5.00
- \$ 61.00

NOTE: The \$61.00 is the total for the day. The amount not used on one meal may be applied to another category. **CAUTION!** Auditors are sensitive about M&IE.

This breakdown lists the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel. This column lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent. **Do not request reimbursement for the cost of meals for a friend. Receipts for group means must include a list of individuals incurring the expense.**

Source: U.S. General Services Administration

Automobile Mileage: The automobile mileage rate is set by the IRS on a calendar year basis. Per IRS Notice 2021-02, the 2021 standard mileage rate for transportation or travel expenses, beginning January 1, 2021 is **56 cents per mile for all miles of business use**. Vehicles should be shared whenever possible to minimize travel costs. No one is entitled to reimbursement for automobile travel when he/she is transported free of charge or by another individual who is entitled to the expense reimbursement. If a car rental is anticipated in lieu of public transportation, justification must be listed on the conference request form and prior approval must be obtained.

Lodging: QCSD reimburses employees for lodging while travelling on District business. **You may be required to reimburse expenses prepaid by the District on your behalf if you choose not to attend this conference, cannot arrange for an alternate to go in your place, and cannot obtain a refund.** Travelers should book standard room accommodations at non-luxury/moderately priced hotels using following as a guide:

- When traveling for a conference it is appropriate to stay at the hotel hosting the conference, even if the rate exceeds the guidelines. However,
 - ➔ The room booked must be at the conference rate.
 - ➔ Travelers will not be reimbursed for “no show” charges except under extenuating circumstances, which must be documented in the expense report.

- **Lodging Per Diem and Reasonableness Test:**

- ➔ **The expenditure for room accommodations must be reasonable for the area.**

For ex, the daily room rate for a hotel in Harrisburg in October 2019 shall not exceed \$117 per night. The District is not required to reimburse exceeding this per diem rate unless explanation and approval are given by the supervisor responsible for the budget account.

- ➔ The Federal lodging per diem rate is used only when visiting countries where receipts are difficult to obtain.

* For Foreign travel where lodging receipts are available, a per diem should not be used.

- ➔ Use of a per diem in lieu of receipts should be for the purpose of administrative ease and the traveler should neither gain nor lose personal funds as a result of the travel.

Source: U.S. General Services Administration:

Rate Lookup:

Non-Reimbursable Items: These items are not reimbursable:

- Tips in Excess Of 15%
- Alcoholic Beverages
- Expenses for Family or Friend
- Personal Entertainment, Movies, Side Trips & Tours