

Franklin Central Supervisory Union Procedures for Reimbursement

Employees requesting reimbursement must submit a request within 60 days of the date the expense was incurred. The FCSU and its member schools **will not** reimburse expenses **older than 60 days**. At fiscal year-end, all requests for reimbursement must be submitted by July 15th. Any requests received after that date **will not** be reimbursed. The reimbursement process, as outlined below, follows Generally Accepted Accounting Principles.

Mileage:

- ❑ Complete an FCSU Mileage Reimbursement Form
 - Include a MapQuest or similar source to include trips greater than 20 miles
 - Reimbursement will be at the IRS Standard Mileage rate
 - Requests must be signed by individual requesting reimbursement, approved by the supervisor and correct account numbers listed
 - Mileage will be reimbursed from the starting point closest to your destination; Home or School, for all miles travelled on district business in excess of normal commuting miles.
 - There will be no reimbursement for traffic(moving) or parking violations.

General Reimbursement: (Purchases at stores, restaurants, online, websites, cell phones, etc.)

- **A detailed receipt must accompany all requests for reimbursement**
- **A credit card receipt is not sufficient documentation for reimbursement**
- ❑ Complete an FCSU Reimbursement Form
 - Reimbursement for meals will be up to \$40.00 a day, only if a **dated, detailed receipt** is provided.
 - No reimbursement will be made for non employees (significant other, friend, etc)
 - No reimbursement will be made for alcoholic beverages, or other extraneous options
 - Reimbursement for rooms and meals tax is customary
 - Reimbursement for wait-staff tips not greater than the usual and customary (15% - 20%)
 - Include all **dated, detailed receipts**
 - Credit Card receipt is not sufficient documentation for reimbursement
 - No reimbursement will be made for sales tax on purchases
 - Unless the tax is due to another state
 - An explanation of why the purchase order system was not used will be expected
 - Requests must be signed by individual requesting reimbursement, approved by the supervisor and correct account numbers listed.

Workshops and Conferences:

- ❑ Complete an FCSU Reimbursement Form
 - Request to attend conference/workshop must be approved in advance by appropriate administrator
 - Registration fees are limited to the actual cost of the conference
 - Air or train transportation is limited to the most cost effective rate considering circuitous routing, unreasonable hours, excessive or prolonged travel.
 - Rental cars are limited to the most cost effective rate considering the needs of the individual(s).
 - Other necessary transportation fees such as shuttles, taxis, tolls, parking, etc. are reimbursable.
 - Lodging at the conference venue is reimbursable; in the event that such lodging is unavailable, then lodging is limited to the most cost effective rate considering proximity and access to transportation.
 - Meals will be reimbursed as established in the general reimbursement procedure.
 - There will be no reimbursement for traffic(moving) or parking violations.

ONLY EXPENDITURES ADDRESSED IN THIS PROCEDURE ARE REIMBURSABLE