

## EXPENSE REIMBURSEMENTS – TRAVEL EXPENSES

Predicated upon adequate funding, the Westmoreland County School Board may reimburse employees traveling on pre-approved, official school division business for reasonable and necessary expenses incurred.

### Requests for Reimbursement

Travelers must keep receipts and accurate, detailed records of all expenses to ensure correct reporting and submission of travel reimbursement requests. Travel reimbursement requests must be submitted to the central office finance office using the division's Travel Expense Reimbursement Request Form within thirty (30) calendar days of when the expense was incurred. By signing the Travel Reimbursement Request Form, the traveler is certifying the accuracy of all information and the legitimacy of the travel.

### Mileage

Approved mileage reimbursement will be at the current Internal Revenue Service (IRS) rate.

Mileage traveled routinely by the employee between his or her residence and the school/office/building is considered a personal expense and will not be reimbursed. Designated employees who travel as part of their assigned duties, such as, teachers or division personnel assigned to more than one school, may submit reimbursement requests for miles traveled between schools/offices within the division.

Mileage reimbursement requests also may be submitted for pre-approved travel within and outside the division to meetings, trainings, workshops, conferences, or for other official school division business. Mileage documentation (i.e., MapQuest, Google Maps, etc.) must accompany the Travel Expense Reimbursement Request Form.

### Lodging

Generally, hotel reservations will be made by the division on behalf of the employee and charged directly to the division via credit card/credit card authorization. In the event the employee must pay for his or her own lodging and be reimbursed, prior approval is required. In either instance, the employee is responsible for obtaining and submitting the hotel receipt following travel.

Every effort will be made to secure lodging at a rate not to exceed 150% of the maximum lodging rate allowable based on the Federal Government General Services Administration (GSA) Per Diem rates. In any instance where securing lodging at this rate is not possible, lodging will be secured at a rate as close as possible to the maximum allowable GSA rate, and will require prior approval of the Superintendent or Superintendent's designee.

### Meals

Meals will be reimbursed at cost when overnight travel is required; however, the maximum total daily meal allowance will be based on the Federal Government General Services Administration (GSA) Per Diem rates. Meal allowance rates include all taxes and tips. The maximum meal allowance will be on a daily basis and not subject to carry over from one day to the next. Itemized meal receipts must accompany the Travel Expense Reimbursement Request Form. Expenses for alcoholic beverages will not be reimbursed.

### Parking & Tolls

Parking and tolls will be reimbursed at cost. Receipts must accompany the Travel Expense Reimbursement Request Form.

### Resource

The Federal GSA Per Diem Calculator automatically calculates adjustments for travel days, provided meals, and correct rates for the time of year and location of travel. The calculator may be accessed at: [perdiemcalc.net/gsa/](http://perdiemcalc.net/gsa/)

Adopted: December 11, 1995

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Amended: August 18, 2008

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Cross Refs.: DLC

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