



MEMORANDUM

To: Secretaries and LCMSD Staff

From: Nichole Urrea, Admin Assistant to the Chief Business Official

Date: January 5, 2023

Re: Expense Claim Reimbursement Process

All out of pocket purchases made by employees **must** have prior approval of the site principal. Reimbursements shall not exceed more than \$300 per any one item. If the cost of the expenditure is questionable the employee should complete a purchase order through the site rather than request a reimbursement.

As of 1/1/2023 the reimbursement rate for mileage is .65.5 cents per mile. Mileage will be reimbursed based on the calculation from your place of employment to your destination, or from your home to the destination, whichever is closer in mileage. Combined together, *Mileage, Parking, & Tolls* cannot exceed \$50 within a single conference. Mileage maps showing exact mileage are to be attached to expense claim. If you anticipate mileage, parking and tolls to be higher than \$50, please get prior approval from your site principal.

1. Complete Expense Claim Reimbursement form within **30 days** of the purchase date, attach original receipts (taped) to a separate sheet of paper and affix them to the Expense Claim. Original receipts are required, including **itemized receipts** for food purchases. Alcohol will not be reimbursed and should not be on any submitted receipt. Any payment for crossing a bridge will also require a receipt for the toll or a copy of your FastTrack statement. You will be reimbursed the amount of the food/travel guidelines. Each reimbursement is on a per basis. Breakfast \$8.00/Lunch \$15.00/Dinner \$30.00 Hotel Room \$125.00 single occupancy/\$250 double occupancy.
2. When completing an Expense Claim for Classified Professional Development, complete a Classified Professional Growth form and have it attached to the expense claim. Note, classified employees may not be reimbursed 100%, it depends on the reimbursement structure.
3. Provide forms to the site secretary for budget coding and principal signature.
4. Allow 30 days from receipt by the District Office for reimbursement check to be sent to the employee.
5. **The cut-off date for Expense Claims is the last week of May.**