

DIRECTIONS FOR COMPLETING RECORD OF EXPENSES FORM

Please Note: All Expenses must be listed by day

Mileage and Fares

Please indicate method of travel (i.e., private car, county car, train, plane). Travel for private car will not be reimbursable unless a county car was not available or approval granted prior to travel. Indicate mileage, cost of fares (receipts are needed). Pre-approved mileage will be reimbursed for use of private car at the state approved rate of .58 per mile effective 8/1/19. For travel expenses to be processed, departure and arrival times must be entered on Record of Expense.

Parking and Tolls

The name of the facility (bridge, tunnel or turnpike) and the amount must be included on the Record of Expense to be processed. Parking and toll receipts must be included.

Lodging

Show amount of lodging and name of hotel on form. Maximum allowable cost for instate lodging is \$94.00, unless at conference hotel. Supporting receipts and original hotel bills covering lodging accommodations must accompany Record of Expenses to be processed.

Meals

Show meals (breakfast, lunch or dinner) and the total amount paid for each meal day. The MAXIMUM allowable costs including taxes are: Breakfast - \$13.00; Lunch - \$14.00; Dinner - \$23.00. (Please Note: There is a \$41 maximum on first and last day of travel). Receipts for meals must show actual meal items per person. A credit card total is NOT acceptable. To qualify for reimbursement of breakfast expenses, the traveler must, out of necessity, leave home before 6:30 a.m. To be reimbursed for lunches, the traveler must leave before 11:00 a.m. and return after 2:00 p.m. In order to be reimbursed for dinner expenses, the traveler must return after 7:30 p.m. Traveler must go at least 25 miles, one-way, from duty station for meal reimbursement unless it is a special required meal. (Please note on form if this is the case.)

Gratuities

No miscellaneous tips will be allowed for reimbursement (i.e., baggage, taxi, etc.) Meal tips may be included if total for meal is under allowable cost.

Trip

Purpose of trip must be included on Record of Expenses to be processed.

Excess Amounts

The Employee is personally responsible for all lodging, meals, etc., over limits and will NOT be reimbursed from any source.

PLEASE SEND ALL SIGNED RECORD OF EXPENSES AND A COPY OF YOUR TRAVEL REQUEST TO:

**Donna Wade
Nottoway County School Board
Central Office**