

# Orleans Central Supervisory Union

## TRAVEL & RELATED EXPENSES

[Policy E11](#): Travel and Related Expenses

**Federal Funds Reimbursement Request:** The instructions page is for your own personal use, it does not need to be submitted. **Do not submit your Expense Report until you have all of your documentation.**

**Remember to:**

Attach your Attendance Certificate (keep a copy for your records). Be sure to attach the certificates of anyone that attended that you're also seeking reimbursement for.

Contact **Grants Manager** regarding your **Plan for Bringing the Learning Back**. For any conference paid for with Titles funds there must be a plan for how you will bring the learning back.

Include **itemized** receipts and credit card statements for any expenses including meals, hotel, travel, and books. Receipts that aren't itemized will not be reimbursed. We don't always reimburse for books and other resources. Please check with your administrator before purchasing.

Attach a mileage sheet. If you are requesting reimbursement for mileage you must use the OCSU Mileage Reimbursement form found on the OCSU website.

Number your receipts and include them on the expense report.

Use multiple sheets if there aren't enough lines on a sheet.

Print the Expense Report and any other documentation and attached ITEMIZED receipts.

**Things to remember about meals:**

We do not reimburse for alcohol. Alcohol needs to be on a separate bar tab. If a receipt is submitted that includes alcohol, you will not be reimbursed for any tip or tax on that receipt.

Meal allotment (including tip & tax): \$80/day

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## EXPENSE AND MILEAGE REIMBURSEMENT

### [OCSU Expense Report Reimbursement Claim Form](#)

Please submit reimbursable expenses within 30 days of incurring the expense.

Original or clear quality scanned receipts must accompany all expenses, numbered to correspond to each line on the expense reimbursement report.

As of January 1, 2024, mileage is reimbursed at .67 cents per mile.

### [OCSU Mileage Reimbursement Claim Form](#)

Start and end point is your place of work. Per OCSU Policy E11: Use of Personal Automobiles Personal vehicle travel will be reimbursed at the then current IRS rate, plus parking and tolls. Mileage will reflect the most reasonable direct route from the worksite to the destination. Reimbursement should not exceed the cost of commercial transportation, where available. For two or more persons traveling together in the same vehicle, only one person will receive reimbursement. Carpooling is required, unless otherwise approved by the supervisor.