



# Addison Northwest

SCHOOL DISTRICT

ADDISON | FERRISBURGH | PANTON | VERGENNES | WALTHAM

**Procedure Name:** Travel Reimbursement Procedure

**Related to which policy:** [F1](#)

**Date last Updated:** April 25, 2025

The following procedure applies to all reimbursements related to travel, including mileage, meals, lodging, airfare, rail travel, parking fees, taxi fees or vehicle rental.

1. All staff must complete a [Purchase Requisition Form](#) and attach documentation to support the reimbursement request. These forms must be submitted, and a valid approved Purchase Order (PO) must be received in return, prior to making any travel arrangements or incurring any costs. **Please note: any individual incurring unauthorized costs or making travel arrangements assumes personal responsibility for the cost without reimbursement. Unauthorized means no PO was generated prior to the arrangements being made or costs incurred.**
2. Employees should allow at least 5 days to process a purchase requisition prior to receiving an approved PO. Completed Purchase Requisition forms should be submitted to the appropriate person that can enter them into the accounting software.
  - a. **If reimbursement is expected from a Federal Grant, you must follow the required [Federal Procurement Procedure](#). If your travel is outside the continental United States, and is intended to be paid for using State or Federal grant funds, please see [Attachment A](#)**

The following is a guideline for who can enter Requisitions:

- Technology – Glory Martin at Central Office
  - Special Education (including IDEA-B) and Early Education – Tamara Petersen at Central Office
  - Operations and Maintenance or Construction – Debbi Smith at Vergennes Union Middle/High School
  - Grants excluding IDEA-B – Jody Delisle at Central Office
  - Professional Development and Superintendent/Board – Glory Martin at Central Office
  - Child Nutrition – Kathy Alexander at MAUSD
  - All other Central Office purchasing – Glory Martin at Central Office
  - All other school-based purchasing – Building Administrative Assistants at each school
  - Afterschool and Childcare Programs - Jody Delisle at Central Office
3. Once a valid PO is obtained and costs have been incurred staff must submit a completed [ANWSD Travel Reimbursement Request Form](#). The Reimbursement Request Form includes: Page 1 the summary of the total reimbursement, including the employee signature. Page 2 is the Mileage/Travel Log, and Page 3 is the Travel Expense Worksheet. Mileage reimbursements will be made in accordance with tax exemption stipulations outlined by the Internal Revenue Service for those purposes, including reimbursement rates. The reimbursement rate for mileage is stated at the bottom of the Mileage/Travel Log. For travel with your own vehicle, the mileage form portion (Page 2) must be filled out and attached along with Google Map printouts for any non-local travel. For lodging, parking, taxi/shuttle/uber fares, airfare, vehicle rentals, and purchases of goods that are not meals, detailed receipts or invoices must be attached and the Travel Expense Worksheet (Page 3) must be filled out. Reimbursement of Meals is to be included on the Travel Expense Worksheet (Page 3) under Food. Meals are reimbursed based upon the GSA quote provided and attached with your approved original purchase order. Instructions can be found at the bottom of the Travel Expense Worksheet and the link to the GSA site is here: [www.gsa.gov](http://www.gsa.gov). You will no longer need to submit individual receipts for meals, but you must include the printout with your reimbursement request and it must show how the amount was calculated. Reimbursement is based on the meals quote for the area of your travel and dates, not including the incidentals. Full days can include all three meal amounts and travel days will be based on the travel day amount. All documentation must be submitted with



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your approved PO to the appropriate Administrative Assistant for processing and payment by Accounts Payable. **All reimbursements should be turned in for payment, no later than 60 days after the date of the event or receipt. If they're turned in after 60 days, they will be processed through payroll and treated as taxable income. This requirement is based on the Internal Revenue Service's statement that 60 days is "within a reasonable amount of time" in 26 CFR 1.62-2.**