

Pierce Joint Unified School District Reimbursement/Travel Expense Guidelines

***Reimbursement forms are to be submitted within 15 days of transaction**

RECEIPTS: You will not be reimbursed for any expenses that are not accompanied by an original receipt (copies of receipts cannot be accepted). The receipt should show the name of the business and should also be itemized. If you would like to be reimbursed for the tip at a restaurant (up to 15% of the total bill), please write the tip amount on the receipt. Receipts for airport parking and shuttles must also be included.

PURCHASING SUPPLIES: The purchase of school supplies is to go through the purchase order process for approval. If pre-authorization is given to purchase supplies without a purchase order, the maximum to expend is \$100. If over \$100, a purchase order must be used.

WELLNESS POLICY: Avoid the purchase of non-nutritious foods as a reward for students' academic performance, accomplishment, or classroom behavior.

EXPENSES THAT CANNOT BE CLAIMED: Alcohol, dry cleaning, valet parking, personal phone calls, internet use fees, tips for transportation (taxi, shuttle, and bellhop), speeding tickets, parking tickets, and rental cars not previously cleared by the District Office.

MILEAGE: The mileage rate is 56¢ per mile for business mileage driven. We will not reimburse for any mileage incurred while driving to restaurants or any other locations that are not necessary for the institute.

Miles traveled to and from an employee's home are considered non-claimable personal miles. Employees who go from home to a work location other than their normal location can claim only the miles over and above their normal commute miles.

HOTELS: In most cases, PJUSD prepays sleeping rooms and parking at the hotel. A purchase order will need to be made out in advance for pre-payment. Please present your personal credit card to the hotel front desk in order to cover incidentals. If at all possible, please include a copy of your hotel bill with your travel expense paperwork that is sent in to PJUSD. Not including the bill will slow the reimbursement process.

AIRFARE ARRANGEMENTS: Airline reservations will be arranged and paid for by PJUSD. You will receive a call or E-mail to discuss flight options. **Please do not book your own flight.**

REIMBURSEMENT: It generally takes about two weeks from the day that your claim is received for you to receive a reimbursement check (as long as all information is complete and all receipts are included and acceptable). We will contact you with any questions or if clarification is needed regarding your claim.

If you have any questions regarding reimbursements, please contact Angela Dorantes at (530) 476-2892 ext. 13006 or adorantes@pierce.k12.ca.us.