

## **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 .54 per mile effective 10/1/16. 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 \$91.00, 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 - \$8.00; Lunch - \$12.00; Dinner - \$20.00. (Please Note: There is a \$38 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**