

### Instructions for Completing Mileage/Expense Report

Expense Report should be submitted for reimbursement within two weeks after the event.  
(Request for reimbursement submitted beyond two weeks will be denied).

- 1) For round trip check in "RT" column.
- 2) This form should be used to request reimbursement for all official school district mileage or expenses. Complete the form in triplicate. Retain one copy for your records.
- 3) The original and one copy must be approved by the responsible administrator.

### Mileage Expense Instructions

- 1) In accumulating mileage expenses, enter on a daily basis the date, travel from-to, miles driven.
- 2) Add total miles and multiply it by the current rate per mile (*email Estela at ewashin@muse.sfusd.edu* for current rate), enter the amount on the block for reimbursable mileage and carry the same amount over to the appropriate block of the Expense Section.

### Travel Expense Instructions

- 1) Expenses must be entered on a daily basis. Reimbursement will be made in accordance with the District travel regulations.
- 2) Attach receipts for bridge tolls and/or parking.
- 3) Attach receipts for all public transportation costs. If a personal auto is used instead of public carrier, enter miles driven. In such cases reimbursement will be on the basis of the equivalent cost of the lowest published routine fare for travel by the most efficient direct and economical mode of transportation required by the occasion. If two or more officers or employees of the school are authorized to attend the same meeting within the state and travel in the same automobile on the same trip, mileage will be allowed. The names of the persons traveling with you must be listed on the Expense Report.
- 4) Attach receipts for all cost being reported. Names of school employees sharing a hotel room must appear on the Expense Report. Reimbursement will be for a single rate if room is shared by other than authorized person.
- 5) Include Registration Fee under expenses.
- 6) Receipts for meals and individual daily totals are required. If meals are provided as part of the registration fee and not separately stated, a reasonable amount shall be allocated to the cost of such meal as follows: breakfast \$8, lunch \$8, dinner \$20, and the per day maximum will be reduced accordingly. Three meals a day at a maximum costs per day of \$36.00 plus up to 15% for tips are reimbursable. Cost of meals are not reimbursed when traveling within the 100 miles radius, unless the meal is included in a conference registration fee.
- 7) Enter the total of the cost column including the amount for reimbursable mileage for refund.

***(All receipts should have a date, item description and mounted on 8.5" x 11" sheets)***