

Business and Operations

TRAVEL CLAIM

SR 3420.02

Purpose:To request reimbursement of out-of-county, conference, or non-routine travel expenses less any advance payment received prior to travel.

Timeline:Submit to Business Services Division as soon as practical upon completion of travel.

To receive reimbursement for any non-routine travel expenses, all employees must submit to their program administrator an [Official Travel Claim](#), attaching the approved Travel Request Form and original receipts where required.

To receive reimbursement for any Non-Travel Related Expenses (i.e., training/meeting food and supplies) use the appropriate area of Page 2 of the Travel Claim, providing the information requested.

The program administrator will review and sign employees' claims and then submit to the Business Services Division for payment.

The Business Services Division will compare the Official Travel Claim and credit card payments against the Travel Request Form after deducting any advance payments from the total claim, and a check for reimbursement will be issued.

Meal and Incidental (M&IE) Allowance

In order for M&IE to be excludable from taxable wages, the travel must be temporary and be substantially longer than an ordinary day's work, requiring an overnight stay or substantial sleep or rest. *Internal Revenue Code 162 (a)(2)*

Total M&IE allowance per diem for overnight travel will be the U.S. General Services Administration (GSA) CONUS (average U.S.) rate in effective October 1 of each year.

M&IE includes meals, tips and fees for food and luggage-handling services.

For both the day travel begins and the day travel ends for overnight travel, the per diem allowance will be 75% of the per diem meal allowance for each of those days.

M&IE allowance for single day travel will be 50% of the per diem meal allowance and will be included in the employee's taxable wages.

No receipts required. No meal charges allowed on Cal-Cards.

Miscellaneous expenses are not part of the M&IE allowance and require receipts or written certification for reimbursement or reasonable costs. Miscellaneous expenses include cab fares, fax, telephone for business use, copy charges and other business related expenses.

MENDOCINO COUNTY OFFICE OF EDUCATION

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