Reimbursement Instructions

**Reimbursement for Mileage:**

1. Keep track of the schools you drive to each day
2. Fill out form 5342 **EACH MONTH** and submit it to SSS. The form and examples are posted in this folder: Reports>SSS Forms>Mileage-Travel>2018 Mileage Claim Form 5342.
   1. Fill out the report per the instructions on the first worksheet in the document.
   2. If you drove more places then there are spots on one sheet, submit multiple sheets (as many as you need for the month). There is no need to add them together, accounts payable will do that.
3. Send to Angela Wendfeldt in Student Support Services for processing – please send the original because it requires your signature. If you have multiple pages, please sign each page.
   1. Checks are cut every Wednesday by the district for reimbursements received the prior week. Give us a few days to process and get approval signature, and the following Wednesday you should see your reimbursement.
      1. If you are paid via direct deposit, it will be automatically delivered to the same account as your regular paycheck.
4. Any questions please email or call the itinerant staff support

**Reimbursement for Travel to Conferences:**

1. Fill out Travel Form 5341A – Overnight and/or Out-of-State Travel Authorization Request
   1. Forms can be found on the reports drive: Reports>SSS Forms>Purchasing & Reimbursement Forms>5341A Travel.
   2. IF CONFERENCE IS OVERNIGHT OR OUT OF STATE, THE SUPERINTENDENT’S **PRE-**APPROVAL IS **REQUIRED**
   3. Send to Angela Wendfeldt in Student Support. The form(s) will be routed to everyone necessary and you will be informed once it is approved.
   4. Once the trip is approved, we can process the registration
2. Once the conference is complete, please fill form 5341B – Travel Expense Reimbursement Claim
   1. Attach originals of travel related receipts
      1. Food
      2. Lodging
      3. Parking, busses, workshop materials
   2. If driving, use for mileage reimbursement
      1. Gas NOT reimbursed, only mileage
      2. Can NOT be included on the standard monthly mileage reimbursement for regular job duties
   3. If you are approved for reimbursement for meals during travel:
      1. A maximum average of $45/day is allowable but must be approved before the trip and included in your estimate on form 5341A
         1. Business Services has requested that we break down each meal; please note that breakfast should average no more than $10, lunch no more than $15, and dinner no more than $20.
3. Please also attach a copy of the 5341A with the pre-approval.
4. Send to Angela Wendfeldt in Student Support Services for processing
   1. Checks are cut every Wednesday by the district for reimbursements received the prior week. Give us a few days to process, and the following Wednesday you should see your reimbursement.
      1. If you are paid via direct deposit, it will be automatically delivered to the same account as your regular paycheck.
5. Any questions please email or call the itinerant staff support