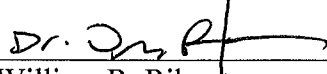


OFFICIAL USE ONLY:


William R. Riker
Superintendent

5/12/23
Effective
Date

No. 331 AR
EAST STROUDSBURG AREA SCHOOL
DISTRICT

ADMINISTRATIVE REGULATION

331 AR. – REIMBURSABLE EXPENSES

The purpose of this Administrative Regulation is to provide guidelines to ensure consistent application of the procedures set forth in Policy 331.

Expenditures for **room accommodations/lodging** must be reasonable for the area. If you are unsure what reasonable rates are for the area you are traveling, please refer to the U.S. General Services Administration (GSA) website at <https://www.gsa.gov/travel/plan-book/per-diem-rates> to view standard lodging rates.

Expenditures for **meals and incidentals must not exceed** the GSA rates for the area. If you are unsure what the GSA rates are for the area you are traveling, please refer the U.S. General Services Administration website <https://www.gsa.gov/travel/plan-book/per-diem-rates> to view per diem rates by location. **The current corresponding GSA rates for meals and incidentals MUST be attached to the Employee Expense Report.**

Original, itemized receipts must be submitted for all expenses. Reimbursement is ONLY permitted for items that are directly related to the pre-approved conference/workshop.

Receipts for group meals must include a list of the individuals incurring the expense. These individuals must be district employees and pre-approved to attend the conference/workshop. Reimbursement CANNOT be for a friends, colleagues or vendors meal.

The mileage reimbursement rate is set by the Internal Revenue Service.

If other transportation cost will be incurred, justification must be provided, and prior approval must be obtained.

Items that are NOT reimbursable:

- | | |
|--|----------------------------------|
| Tips in excess of 20% | Alcoholic beverages |
| Expenses for family or friends | Gas or car repairs |
| Books, pamphlets, periodicals, subscriptions, etc. | Lost items, broken glasses, etc. |
| Personal entertainment, movies, side trips and tours | Personal telephone calls |

Employees will be required to reimburse expenses prepaid by the District if he/she choose not to attend the conference/workshop, and the district cannot arrange for another employee to go in one's place or cannot obtain a refund.