PENNRIDGE TRAVEL GUIDELINES

Pennridge School District will reimburse administrative, professional and support employees for approved travel costs incurred in the course of carrying out school district business. Expenses which may be incurred could include the following:

A. Mileage for use of a personal vehicle
B. Meals
C. Lodging
D. Registration costs
E. Transportation expense (airfare, bus, train, etc)
F. Parking Fees
G. Toll Road Fees

A. MILEAGE

- Instructions for calculating mileage to workshops/conferences/offsite meetings/etc. is calculated as follows:

Scenario A. If you are leaving from and returning to your home school:
1. Attach Mapquest directions to your expense form from your home school to your destination. This amount is reimbursable to and from.

Scenario B. If you are leaving from and returning to your home address:
1. Calculate the distance from home to your destination using Mapquest.
2. Subtract your normal commute to your home school using Mapquest.
3. The difference is what you are reimbursed. If that number is zero or negative, no reimbursement for mileage is allowed.
4. Attach all Mapquest directions to your expense reimbursement form.
5. Use the calculator below to determine reimbursement. This calculation should also be completed on the Personal Expense Reimbursement form.

DATE:  
1. # OF MILES FROM HOME TO DESTINATION  
   (attach MapQuest as supporting documentation)  
   ____________

2. # OF MILES FROM HOME TO HOME SCHOOL 
   (attach MapQuest as supporting documentation) 
   ____________

DIFERENCE (line 1 minus line 2)  
Multiplied by the current mileage rate  
Amount of Mileage Reimbursement 

Scenario C. If you are leaving or returning on a non-work day:
1. Mileage to/from your destination is all reimbursable. Please attach Mapquest directions along with any receipts for tolls.

Updated 10/24/2018
• **Instructions for calculating mileage for traveling teachers, IT technicians, and individuals traveling from school to school within Pennridge School District:**

1. The district mileage chart is available on the employee portal. This mileage chart also includes Upper Bucks Vocational Technical School and Bucks County IU. Mapquest directions are not necessary for these destinations.

• **Mileage for Coaches**

1. Mileage for coaches is reimbursed if a rental vehicle or bus is not available. Mileage should be calculated from the high school/middle school to the destination and the return trip. Mileage is not reimbursed from home to school.

**B. MEALS**

Pennridge School District employees who have been pre-approved for meal reimbursement for work related business and/or travel will follow the most current General Services Administration (GSA) guidelines as posted on their website [www.gsa.gov/portal/content/101518](http://www.gsa.gov/portal/content/101518). Meal reimbursement will follow the appropriate tier based on the location of the city where the meal(s) was purchased [www.gsa.gov/portal/content/104877](http://www.gsa.gov/portal/content/104877).

- If meals are provided at a conference, no additional meal expense will be reimbursed.
- All reimbursable meal costs are inclusive of tip (not to exceed 20% of the meal) and any applicable taxes.
- Costs above the reimbursable meal allowance will be the responsibility of the employee.
- The Pennridge School District will not reimburse for incidental expenses as listed on the GSA guidelines.
- Each meal for each day has its own maximum allowable expense (no combining of allotments) and must have an [original receipt detailing the food ordered (no total only receipt)](http://www.gsa.gov/portal/content/104877). **Credit card receipts will not be accepted for reimbursement.**
- Any receipt which includes the purchase of alcohol will automatically become completely ineligible for any and all reimbursement.
- **Meals ordered through room service will be reimbursed if a detailed receipt is provided. Maximum meal allowances will continue to apply.**

**C. LODGING**

Pennridge School District employees who have been pre-approved for lodging reimbursement for work related business and/or travel will follow the most current General Services Administration (GSA) guidelines as posted on their website [www.gsa.gov](http://www.gsa.gov). By entering the state and the zip, the per diem rate will be displayed for maximum allowance for hotel reimbursement if the hotel is not at the conference venue. This rate excludes taxes.
• Lodging reimbursement may exceed the published limits when the venue used for lodging also hosts or is connected to the host of the conference or meeting.
• The hotel bill must be attached to the expense reimbursement form.
• Only room rates and taxes will be reimbursed. Meals charged to the room will not.
• NO ADDITIONAL CHARGES should be billed to the room. Additional charges will not be reimbursed.
• The hotel bill can be placed on the district procurement card. If this method is preferred, please see your building secretary.

D. REGISTRATION

Pennridge School District will reimburse administrative, professional, support and extra duty (coaches) staff for registration fees associated with workshops/conferences/athletic events/etc. The charge slip showing the exact cost of registration along with the conference brochure (if applicable) is acceptable forms of documentation. These should be included as documentation when the expense reimbursement is submitted.

E. TRANSPORTATION

Pennridge School District employees who have been pre-approved for alternate means of transportation for work related business and/or travel will be reimbursed for their expenses. Receipts must be submitted for all expenses such as:

• Plane fare should be supported by the receipt of the paid balance and boarding passes.
• Train or Bus fare should be supported by the ticket stub or receipt with the charge identified on it. If the amount of the fair is not on the stub, a print out of the fair must be accompanied with the ticket stub. For example, an Independence Pass for the train in Philadelphia does not have the amount on it. To get reimbursed for this expense, the train pass would have to be accompanied by a printout of Septa’s website that includes the price for an Independence Pass.
• Extra baggage fees will only be reimbursed with a receipt.
• Taxis to and from the airport to the conference center will be reimbursed with a receipt. Tip cannot exceed 20%.
• Mileage and tolls to and from the airport will be reimbursed with the proper documentation outlined in the MILEAGE portion of this document.
  • Upgrades to the basic seating options on planes and trains will not be reimbursed. This includes Business Class seating, Stretch Seating, Priority Seating, etc.

F. PARKING

Pennridge School District employees who are traveling on behalf of the district will be reimbursed for parking expenses.

G. TOLLS

Pennridge School District will reimburse for expenses incurred for tolls related to travel. The toll receipt or a copy of an EZ Pass report will be acceptable documents for reimbursement.