



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

TRAVEL EXPENSE REIMBURSEMENT PROCEDURES

All reasonable and necessary expenses incurred are paid on a reimbursement basis. Reasonable, in this case, does not necessarily mean actual expenses. **No expenses may be billed directly to the Department of Elementary and Secondary Education.** For your convenience we will provide a work copy for you during your meeting. **Our office will do final processing.**

- Reimbursement can be made only for the person for whom travel is authorized.
- Please list names of person(s) with whom auto travel and lodging is shared.
- Personal auto use will be reimbursed at **37.5 cents per mile, effective July 1, 2005.** Mileage is computed by standard map mileage. If travel consists of two or more days, please report one-way mileage on date of arrival and one-way mileage on date of departure.
- While receipts for meals are not necessary, the Department cannot reimburse beyond reasonable expenses. These maximums are: **\$6.00 Breakfast, \$8.00 Lunch, and \$14.00 Dinner. Tips may be reimbursed at 15% of the meal cost.**
- **Receipts** are required for lodging and **must indicate a zero balance.** All required receipts **must** be originals. **Request for hotel reimbursement paid directly to school districts must be submitted with a separate invoice and will take additional processing time.** The State of Missouri uses the federal per diem rate as a guideline for reimbursement limits. The U.S. General Services Administration maintains the per diem rates and you can check these rates through their website (www.gsa.gov).

SUBSTITUTE PAY

In order to process this payment, please have your district prepare a letter, which contains the following information:

- Your name and **school district code number**
- **School district vendor code (Federal ID Number)**
- ***Specific name of meeting***, date attending, and ***name of person*** hosting meeting
- Name of substitute teacher and date the substitute was employed
- Number of hours the substitute worked and rate per hour/day
- Total amount paid to the substitute

This letter should be prepared on district letterhead stationery, signed by the superintendent or an appropriate designee, and submitted to: Christie Ewers, Curriculum Services, PO Box 480, Jefferson City, MO 65102-0480.