Hamtramck Public Schools Travel Reimbursement – Policy 6550

General Statement

Reimbursement for approved professional travel will be based on business-related expenses necessarily incurred by the employee upon submission of a properly completed and approved professional travel reimbursement form.

Reimbursable Expenses

If approved in advance, the following are reimbursable upon submission of receipts and documentation:

1. Conference/Professional Development registration fees
2. Transportation - reasonable plane, train or automobile, including buses, taxis, and ride share services
3. Mileage at the Board approved rate
4. Toll charges and parking
    - Employees will be reimbursed for parking expenses incurred as a result of travel for work-related business. Employees will make a good faith effort to minimize such expenses.
    - Parking Receipts: Parking receipts are required for all claims (except metered parking). Metered parking must be clearly identified as such on the expense report.
    - Valet parking will only be reimbursed if open lot parking is not available.
    - Parking tickets, violations, and/or fees are not reimbursable and are the responsibility of the employee who incurred them.
5. Lodging - Priority is given to utilizing conference accommodations. If none is available, reimbursement will be limited to the conference rate.
6. Meals (Per Diem) are calculated using federal per diem allowances as prescribed by the General Services Administration (GSA). The maximum per diem expenditure rates are established by federal regulations for reimbursement of meal expenses incurred during business travel. *Employees may allocate this daily amount across meals as needed - if one meal exceeds its individual portion but the total daily spending remains within the per diem limit, full reimbursement applies.*
    a. Meal Eligibility Requirements:
        - Meals are authorized only for overnight travel or when travel extends beyond normal working hours
        - Employees must make all reasonable attempts to utilize provided conference meals when available
        - Conference schedule determines meal eligibility (e.g., conferences beginning at 8:00 AM and ending at 5:00 PM may qualify for breakfast, lunch, and dinner per diem.
        - If conference arrival requires travel before or after the conference, see First and Last Day Travel Rates below.

    b. Federal Funding Restrictions: Federally funded travel reimbursement requests may not allow for meal reimbursements during conferences that provide food. Employees must verify funding source restrictions before claiming meal expenses when conference meals are available.

c. To determine current per diem rates:
    - Visit the GSA website at https://www.gsa.gov/travel-resources
    - Use the Per Diem rate lookup tool
    - Select the destination state and city
    - Review the Meals breakdown for current rates, including first and last day of travel rates
        - Breakfast: $X
        - Lunch: $X
        - Dinner: $X
        - First and Last Day Travel Rates:
            - Federal regulations require reduced per diem rates (75% of the full daily rate) for the first and last days of travel, as travelers typically consume some meals at their home location.
            - First Day of Travel: If departure occurs after normal breakfast/lunch hours, only dinner is reimbursable
            - Last Day of Travel: If return occurs before normal dinner hour, only breakfast, lunch, is reimbursable
        - Example:
            - Full daily per diem rate: $60 (Breakfast $12, Lunch $18, Dinner $30)
            - First/Last day rate: $45 (75% of $60)
            - If traveling from Tuesday 2:00 PM to Thursday 3:00 PM:
                - Tuesday (departure day): $30 (dinner)
                - Wednesday (full day): $60 (all meals)
            - Thursday (return day): $30 (breakfast + lunch)

a. The maximum per diem allowance includes up to twenty percent (20%) gratuity for all travel.

Authorization and Approval Requirements
Emergency and/or unanticipated trips involving district expenses may be approved by the Superintendent and/or designee.
The district will not pay personal expenses beyond the cost of the conference or business travel.

Documentation Requirements
To substantiate an expense, the employee must provide the Superintendent or designee with a completed professional travel reimbursement form describing each expense at or near the time incurred, along with documentary evidence such as receipts, and/or bills. Documentary evidence must show the amount, date, place, and essential character of the expense. For hotel receipts, documentation must contain: name and location of the hotel, dates the employee stayed, and separate amounts for charges such as parking, lodging, and/or meals. Similarly, restaurant receipts must contain name and location of the restaurant, and date and amount of the expense. Employees with questions concerning appropriate documentary evidence should consult the Superintendent or designee.

Approval Authority
Actual expenses are approved by the Superintendent or designee for district staff. The Board approves expenses incurred by the Superintendent.

Business-Related Mileage Reimbursement

Business-related mileage for the District is reimbursable under the following conditions:

1. Monthly Reporting: Requests for reimbursement must be submitted on the Monthly Mileage Report. The report must be approved by the Superintendent or designee. Parking receipts are required for reimbursement. Incomplete reports will be returned.
2. Rate: Mileage will be reimbursed at the district-approved rate.
3. Submission Deadline: Mileage will be reimbursed during the fiscal year it was incurred. Forms must be submitted to the Business Office within sixty (60) days of travel. All travel during the months of May and June must be submitted by June 30th to be reimbursed within the current fiscal year.
4. Late Submissions: Monthly Mileage Reports submitted after the deadlines stated above will not be reimbursed.

Approved 8-20-25