

Section: D Fiscal Management
Policy Code: DJD Expense Reimbursements

Policy:

EXPENSE REIMBURSEMENTS

Administrative personnel and others who have first been authorized by the superintendent to travel in the performance of their duties shall be reimbursed their expenses by the school district for such travel as indicated below:

1. **For each mile** actually and necessarily traveled in the employee's automobile or other private motor vehicle the rate will be equal to the **rate set by the State Department of Finance & Administration.**
2. When such travel is done by means of a public carrier or other means not involving a private motor vehicle, the employee shall receive as travel expense the actual fare or other expenses incurred in such travel;
3. Employees shall be reimbursed for other actual expenses such as lodging and other necessary expenses incurred in the course of such travel, subject to limitations placed on meals for intrastate and interstate official travel by the State Department of Finance and Administration and rules and regulations adopted by the Mississippi Department of Audit.
4. Employees will complete a conference form to obtain prior approval from Superintendent to attend conferences and meetings. Routine travel does not require a conference form (such as daily travel to schools, local monthly meetings with consortium groups, etc.) and will be approved by Superintendent when travel form is submitted for reimbursement at the end of the month.

Current reimbursements are as follows:

1. **Lodging cost** at the rate offered by conference; MS State contract rate if available; or economical room rate for accommodations - Lodging cost may be paid in advance directly to the vendor/hotel by the district. **Lodging is acceptable if an employee travels 75 miles or more one way from work location.**
2. **Meals** are only applicable if **overnight travel is required and approved** - maximum reimbursement will be at the daily rate allowable for in State and out of State travel posted on the State Department of Finance and Administration website: (www.dfa.state.ms.us) - **Actual receipts are not required to receive meal reimbursement -Approved daily rate will be paid at 75% on the first and last day of the trip and all other days paid at 100% of the approved daily rate posted on the DFA website.** [Meal Reimbursement | Mississippi Department of Finance and Administration](#) Currently 1-7-2025 \$68 per day and first and last is \$51 per day at 75% per policy Note: Check for changes each January 1st.
3. The **rate for mileage** will be equal to the rate set by the State Department of Finance & Administration for each mile driven in private vehicle Information provided on the DFA website. [Privately owned vehicle \(POV\) mileage reimbursement rates | GSA](#) Currently 1-07-2025 \$.70 per mile Note: Check for changes each January 1st.

4. Actual registration fees - Registration fees may be paid in advance directly to the vendor by the district after a completed conference form is approved and a PO is issued.
5. Actual fare or other expenses incurred in travel by public carrier
6. Incidental expenses -- reasonable gratuities (cannot exceed 10% of the maximum daily reimbursement for meals), parking will require a receipt, etc.
7. Travel form shall be completed and submitted by the last Wednesday of the month following the date of travel for verification and approval by the Superintendent. Actual receipts for all travel related expenses except meals and travel in personal vehicle must be attached for reimbursement.

The superintendent shall comply with the rules and regulations of the State Department of Audit regarding itemized expense accounts upon return of the employee.