

IDAHO ASSOCIATION OF SCHOOL ADMINISTRATORS
TRAVEL EXPENSE REIMBURSEMENT FORM

Name: _____ School/District: _____

FULL Address (work or home): _____

Make check payable to: Employee _____ District _____ School _____ Date Submitted: _____

Purpose of Expense: _____

TRAVEL EXPENDITURES: (Travel Reimbursement Policy on reverse side)

| DATE | TRAVEL TO/ FROM | TIME DEPART/ ARRIVE | MILES AT \$.67 PER MILE | AIRFARE COST | MEAL COST | LODGING COST | TOTAL COSTS |
|------|-----------------|---------------------|-------------------------|--------------|-------------|--------------|-------------|
| | | | | | B L D | | |
| | | | | | B L D | | |
| | | | | | B L D | | |
| | | | | | B L D | | |

OTHER EXPENSES: (requires receipts)
ITEM AMOUNT

Parking _____
 Registration _____
 Ground Transportation _____
 Tips _____
 Telephone _____
 Car Rental _____
 Miscellaneous (list item & amount)

Total Other Expenses _____

TRAVEL EXPENSE TOTALS _____
SUMMARY:

Total Travel Expense _____
 Total Other Expense _____
 Honorarium _____
 Total Expenses _____
 Less: Cash/Advances _____
BALANCE DUE _____

REBATES: (Attach to form)
 Hotel _____ Air _____ Cash _____

TRAVELER/EMPLOYEE SIGNATURE: _____

(Questions involving unusual or substantial expenditures shall be reviewed in advance with the Executive Director and/or the President).

**Please send record within 30 days of expenditures for full reimbursement to
 IASA, 500 W. Washington St., Boise, ID 83702**

FOR ACCOUNTING USE ONLY:

Expense Acct. Code _____ Approved by _____

TRAVEL EXPENSES REIMBURSEMENT POLICY

Transportation

Mileage

Reimbursement will be made at the rate of **\$0.67** per mile (effective Sept. 1, 2024). Travelers are encouraged to share transportation with another individual in order to best utilize the resources of the Association.

Airfare

Reimbursement will be a maximum of coach fare. Airline tickets should be purchased as early as possible to assure the best possible rates. Reimbursement is contingent upon transmittal of receipts or ticket coupons with an expense reimbursement request. Full reimbursement will be provided only when the estimated driving time is in excess of 4 hours. If the estimated driving time is less than 4 hours, **reimbursement will be either the cost of the airfare or mileage, whichever is less.**

Rail/Bus

Reimbursement will be limited to standard coach fare. Full reimbursement will be provided only when the estimated driving time is in excess of 4 hours. If the estimated driving time is less than 4 hours, reimbursement will be limited to either the cost of the rail/bus transportation or mileage, whichever is less. Reimbursement is contingent upon transmittal of receipts or ticket stubs with an expense reimbursement request.

Car Rental

Reimbursement will be made only upon pre-approval of car rental by the Executive Director.

Lodging

Reimbursement will be made for the official traveler only. **For all activities requiring overnight lodging, reimbursement will be made for the negotiated, standard-single room rate only. If a member books an upgraded room, or charges are made for additional persons staying in the room, the difference in the rate will be billed to the member.** However, travelers are encouraged to share lodging with another individual in order to take advantage of any double occupancy rate. If arrival is earlier or departure later than necessary for the specific travel assignment, except in unusual circumstances, the additional cost will not be reimbursed. Reimbursement is contingent upon transmittal of a lodging receipt with an expense reimbursement request.

Meals

Reimbursement for meals will be made up to a maximum of **\$40.00 per day** for in-state travel and **\$50.00 per day** for out-of-state travel. Partial day meal per diem will be on the following formula:

| | | | | |
|------------------|-------------------|----------------|-----------------------|----------------|
| Breakfast | in-state @ | \$8.00 | out-of-state @ | \$12.00 |
| Lunch | in-state @ | \$12.00 | out-of-state @ | \$15.00 |
| Dinner | in-state @ | \$20.00 | out-of-state @ | \$23.00 |

Meal expenses, in excess of the maximum amounts, will require pre-approval in advance by the Executive Director and/or the President.

Ground Transportation (Taxi, Limousine, Buses, Tolls)

Reimbursement will be made only for travel from and to airports, as well as the site of lodging if the meeting site is different. Receipts are encouraged but not required unless the cost per trip exceeds \$8.00. Reimbursement of expenses greater than \$8.00 is contingent upon transmittal of receipts with an expense reimbursement request.

Parking

Reimbursement is contingent upon transmittal of receipts with an expense reimbursement request.

Telephone

Reimbursement will be made only for telephone calls related to the official purpose of the travel.

Incidentals (Laundry, entertainment, liquor, newspapers, toiletries)

Reimbursement will not be made for incidentals except under unusual circumstances approved by the Executive Director. Reimbursement of incidentals, approved by the Executive Director, is contingent upon transmittal of receipts with an expense reimbursement request.

Tips

Reimbursement will be made, without receipt, for usual and customary tips for meals, lodging and transportation.

Rebates

Any rebates (cash or complimentary services) resulting from the Association's payment of expenses, shall be returned to the Association.