



**WISCONSIN HEIGHTS SCHOOL DISTRICT
TRAVEL / EXPENSE CLAIM FORM**

Form TE-1

For School Year: 20__ - __

GENERAL INFORMATION RELATING TO TRAVEL EXPENSES

Travel expenses may be claimed for travel which has been approved in advance by your supervisor.

Claims shall be limited to actual, reasonable expenses incurred during the course of travel on behalf of the Wisconsin Heights School District.

You may NOT include on your travel / expense claim form a request for reimbursement of:

- 1 Any alcoholic beverage.*
- 2 Any personal services or entertainment expenses.*
- 3 Expenses for a spouse or other person who travels with you.*
- 4 Anything other than meals, mileage, approved alternate transportation, lodging, and reasonable incidental expenses such as parking and registration fees.*

You may include:

- 1 Breakfast, when you are away overnight or when the schedule requires you commence travel prior to 6:00 a.m.*
- 2 Lunch, when approved travel requires that you be away from your home or normal work place during the time from 11:00 a.m. through 1:30 p.m.* (see note below!)*
- 3 Dinner, when approved travel will result in your returning home after 7:00 p.m.*

** IF your travel is only a one-day trip AND your meal is not included in the cost of the seminar, you may request reimbursement for lunch on that day. HOWEVER, according to IRS regulations, this is TAXABLE income and will be reported as such.*

Meal costs for local and in-state travel will include the actual and reasonable costs for meals, including a gratuity.

For purposes of guidance, meal costs should not exceed:

- \$10.00 for breakfast*
- \$20.00 for lunch*
- \$30.00 for dinner*

Expectations for travel, when applicable, shall be determined by what is reasonable and prudent.

Lodging arrangements MUST be made through the school office. Lodging not arranged through, or approved by, the school office will not be reimbursed.