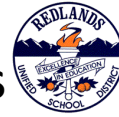




Redlands Unified School District MEAL REIMBURSEMENT GUIDELINES



Use the U.S. General Services Administration Per Diem Rates and Meals Breakdown charts for meal reimbursement. (<http://www.gsa.gov/portal/category/100120>)

MEALS WILL BE ELIGIBLE FOR REIMBURSEMENT...

- An **original itemized meal receipt with dollar amounts** is submitted with the RUSD Conference Approval and Reimbursement Form **after** returning from the approved conference. **NON-ITEMIZED credit card receipts are not accepted in lieu of original itemized meal receipts.**
- Meal reimbursement will be made only if the conferences DOES NOT include the meal in the registration fee.

THE FOLLOWING MEALS ARE NOT ELIGIBLE FOR REIMBURSEMENT...

- **No reimbursement for lunch at a one-day conference/training.**
- **No reimbursement for lunch when attending a multiple day conference if the distance to the conference does not necessitate an overnight stay at the location of the conference.**
(i.e. Two day conference in Palm Springs, CA on Monday and Tuesday; no meals to be reimbursed.)
- No breakfast reimbursement shall be made for trips originating after 6:00 a.m.
- No dinners will be reimbursable for trips that would normally terminate in the district by 6:30 p.m.

PLEASE NOTE...



- **Receipts handwritten** on a blank receipt or piece of paper **are not accepted for reimbursement.**
- Only a **tip of 15%** of the **pre-tax** meal is **allowed** for reimbursement.
- Alcoholic beverages will not be reimbursed.
- No groceries in lieu of breakfast, lunch or dinner.
- No reimbursement if receipt has another purchaser's name on it; **YOU MAY NOT PURCHASE A MEAL FOR ANOTHER ATTENDEE.**
- No reimbursement for room service charges.
- Original credit card receipts are acceptable to prove that a tip was given.