

Title IIA (2017-2018)

Below are some Travel Reimbursement reminders:

1. The SPS Finance Department requires an **original signature**. Theresa Coleman will either hand deliver or mail your Reimbursement form to me at the Title I Office. We are located in the Bentley Administrative Center at 1610 E Sunshine, Springfield MO 65804.
2. **A copy of the AGENDA must be attached.** Finance will no longer accept a certificate of completion or attendance as evidence of your attendance.
3. For mileage reimbursement, you need to **attach a copy from MapQuest** showing your starting point and ending point with the total number of miles. You can include mileage for driving to dinner, etc. The mileage doesn't have to exactly match...just be close.
4. For meal reimbursements: You must submit original **itemized meal receipts** for all your meals. The tip is not to exceed 20%. If you use a debit/credit card, a "batch" receipt will not suffice. Your receipt must indicate the name of the restaurant, date, and what was ordered. If a meal is provided as part of the conference fee, you will not be reimbursed if you decide to eat on your own. The charges for meals must be deemed "reasonable" for the geographical area in which you are in.
5. For any other expenses (taxi's, shuttles, baggage fees, parking, rental car, etc) original **itemized receipts** must be submitted.
6. The Travel Reimbursement form must be submitted within 2 weeks of the conference.

The hotel will require a credit card for incidentals. I have sent them a Credit Card Authorization form so the actual room charges will be placed on my district credit card. Please make sure when you check out that if you charged meals or anything to your room, that those charges go on your personal credit card.

You will receive confirmation of the conference directly from the conference.