

## **Guidelines for Payment of Approved Professional Leave Expenditures**

- Maximum meal allowance is \$25.00 per day when the leave is over one day in length unless otherwise authorized by the Board.
- Mileage is reimbursed at the rate specified in the Master Teacher Contract.
- The Cooperative will not reimburse tips or gratuity.
- The purchase of books and other materials will not be reimbursable unless previously approved.
- **All receipts must be itemized.** The Cooperative can no longer accept just an amount that the meal cost on a receipt. The receipt must indicate everything that will be reimbursed. Attach the **itemized** receipt(s) to a claim form showing proof of the expenses as approved on leave form. **Original receipts are required.**
- **EVERYONE NEEDS TO GET THEIR ORIGINAL RECEIPTS TURNED IN TO THE BUSINESS OFFICE NO LATER THAN 60 DAYS FOLLOWING THE LEAVE. IF THE REQUIRED LEAVE REPORT AND RECEIPTS ARE RECEIVED AFTER THAT TIME, REIMBURSEMENT WILL BE DENIED.**
- Trip expenditures should be listed separately on the claim form from your regular mileage.
- Purchase Orders will only be used for registration when:
  - 1) Three (3) or more employees attend the same conference AND
  - 2) It is a state or public agency conference.