

D-20 EXPENSE REIMBURSEMENTS

Claims for reimbursements for expenses of attending approved professional conferences, workshops, meetings, or visitations, shall be substantiated by itemized receipts for lodging, meals, and registration fees. Form 523 shall be properly filled out and signed.

Mileage claims shall be based on the state highway map mileage or the odometer readings. Reimbursement shall be at the existing rate allowed by the Internal Revenue Service. General Form 101 shall be used for mileage claims.

SOURCE Plainfield Community School Corporation
Plainfield, IN

ADOPTED: Prior to 08/10/66

REVISED: 06/12/79, 06/11/84, 03/13/86, 11/09/89, 11/12/96, 12/08/16