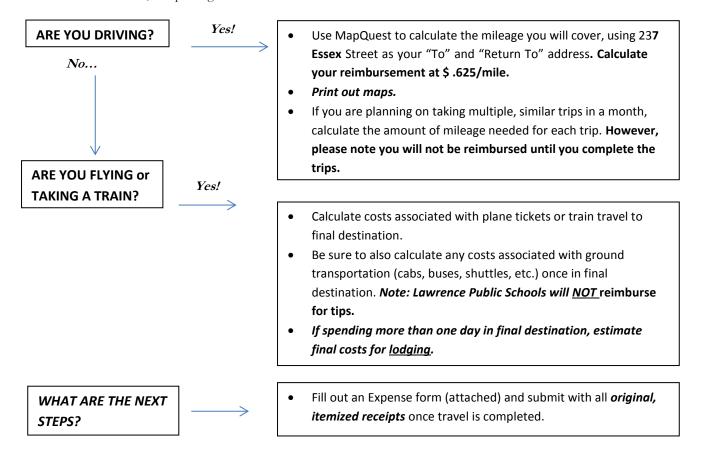


Travel Reimbursement Policy and Procedures

Before Traveling...

- 1) You must be set up as an employee of Lawrence Public Schools to be reimbursed for travel.
- 2) <u>Plan your trip(s)</u>, estimating all expenses related to travel, such as mileage, airfare, trains, lodging, food, ground transportation, conference fees, and parking.



While Traveling...

- Note: You can be reimbursed for up to \$35 a day for food. LPS DOES NOT reimburse for alcohol, credit card fees, tips, room service or other additional hotel amenities.
- Save all ITEMIZED receipts, as these will need to be submitted when you return.

When you Return...

- Fill out an expense form (attached), along with all original ITEMIZED receipts, to your Departmental Manager.
- You must submit PROOF OF PAYMENT (credit card statements, with your number redacted, for example) only if you are unable to get an official folio from a hotel, a receipt for airfare, or a receipt from a conference, for example.
- Make copies of the entire packet before submitting!