

OAK PARK UNIFIED SCHOOL DISTRICT ADMINISTRATIVE REGULATION

Series 3000

Business and Non-instructional Operations

AR 3350

District Travel Reimbursement Schedule

Reimbursement for Automobile Expenses

Approved annual IRS rate.

Reimbursement for Meals

There is a sixty-five dollars (\$65), plus up to 15% tip, maximum reimbursement per day. Individual, itemized receipts are required for claimed meals. There is no reimbursement for alcoholic beverages.

Partial days are reimbursed on a per meal basis:

| | |
|-----------|---------------------------------|
| Breakfast | \$15.00 maximum + up to 15% tip |
| Lunch | \$20.00 maximum + up to 15% tip |
| Dinner | \$30.00 maximum + up to 15% tip |

Reimbursement for Lodging

Reasonable, necessary, and actual expenses.

Adopted: 12-8-04

Amended: 3-22-05, 5-15-07