

4460 EXPENSE REIMBURSEMENTS

The Grand Island Public Schools staff will be reimbursed on a per diem basis and Board members who incur expenses in carrying out their authorized duties will be reimbursed upon timely submission, within 30 days, of a properly completed and approved voucher and receipts as required by the business office in the *Guide to Business Operations*.

Guidelines attached: Guide to Business Operations Meal and Food Purchasing Guidelines
 Guide to Business Operations Per Diem Guidelines

Policy Adopted 10/4/76

Policy Revised 1/13/92

Policy Revised 7/12/01

Policy Revised 3/16/06

Policy Revised: 07.13.2015

Policy Revised: 07.13.2017

Policy Revised: 06.11.2020

Grand Island Public Schools

4601.1 Meal and Food Purchasing Guidelines Guide to Business Operations

Terms, defined:

Public Official – A Grand Island Public Schools administrator at the district or building level, including, but not limited to, Superintendent, Assistant Superintendent, Director, Coordinator, Program Supervisor, Principal, Assistant Principal and Lead Teacher.

Meal(s) – A single person helping of food, beverage (non-alcoholic), and tip (if necessary, not to exceed 10% - 15%).

Snack Food(s) – A small single person helping of miscellaneous snack food and/or beverage (non-alcoholic).

MEALS

In-District

Upon prior approval by the Superintendent or authorized designee Grand Island Public School may provide meal(s) as appropriate for board members, employees, visiting professionals, consultants, volunteers, or dignitaries when attending to District business at a *working* breakfast, lunch, or supper.

- When possible meals will be provided by the Grand Island Public Schools Nutrition Services Department
- Only those actually in attendance will have a meal provided
- Meals will be lowest cost possible given the function
- A conservative approach will be used in providing meals
- Meals will be provided at a district location if at all possible
- Meals will meet district wellness policy guidelines

Out-of-District (In-State)

The Grand Island Public Schools may provide meal(s) as appropriate for board members, employees, visiting professionals, consultants, volunteers, or dignitaries attending to District business outside District boundaries if included as part of a registration fee, if an overnight stay is required, or if the individual(s) leaves the District before 6:30 A.M. or arrives back to the District after 6:30 P.M.

General Meal Cost Guidelines;

<u>Meal</u>	<u>Amount</u>
Breakfast	\$10.00 [Individual meal prices may vary]
Lunch	\$15.00 [Individual meal prices may vary]
Supper	\$20.00 [Individual meal prices may vary]
Daily Maximum	<u>\$45.00</u> { <i>Maximum Expenditure per Day</i> }

Out-of-State

Grand Island Public Schools may provide meal(s) to board members, employees, visiting professionals, consultants, volunteers, or dignitaries while attending to District business outside the state of Nebraska at local prices by exercising reasonable judgment as to the appropriateness of the place, location, timing, occasion, purpose, and expense for the number of individual group members.

General Meal Cost Guidelines;

<u>Meal</u>	<u>Amount</u>
Breakfast	\$20.00 [Individual meal prices may vary]
Lunch	\$30.00 [Individual meal prices may vary]
Supper	\$40.00 [Individual meal prices may vary]
Daily Maximum	<u>\$90.00</u> { <i>Maximum Expenditure per Day</i> }

SNACK FOOD

In-District

The Grand Island Public Schools may provide snack food on a limited basis as appropriate for board members, employees, visiting professionals, consultants, volunteers, or dignitaries when attending to District business at a *working* meeting, conference, work session, or other event lasting more than three hours, but not where a meal is being provided.

- When possible snack food will be provided by the Grand Island Public Schools Nutrition Services Department
- Only those actually in attendance will have snack food provided
- Snack food will be lowest cost possible given the function
- A conservative approach will be used in providing snack food
- Snack food will be provided only at a district sponsored location

Out-of-District or Out-of-State

Grand Island Public School will not provide snack food for staff members, visiting professionals, consultants, and/or other dignitaries when attending to District business when Out-of-District or State unless it is in lieu of a regular daytime meal.

Claiming Reimbursement Guidance:

1. People in attendance shall be listed by name and position, when appropriate.
2. The purpose of the meeting must be described in enough detail to clearly communicate the purpose of the meeting.
3. A detailed listing of items purchased must be provided for and expenditure to be reimbursed. Failure to do so will result in the claim automatically being denied.
4. All claims must be submitted on a timely basis for reimbursement (by the 18th of each month).
5. GIPS is exempt from sales tax in the state of Nebraska ONLY. Our sales tax exemption number is 05-0733792. You must provide a Nebraska Department of Revenue Form 13 as proof of our sales tax exemption to vendors prior to purchasing goods or services.

Board Policies – Reference:

2330 – Board Member Compensation for Expenses

4460 – Expense Reimbursement

4460.1 – Administrative Procedures for Policy 4460...

4461 – Authorization for Miscellaneous Expenses, Reimbursements, & Recognition

7190 – District Wellness Policy

Grand Island Public Schools

4601.2 Per Diem Guidelines Guide to Business Office Operations

Effective January 1, 2020 Grand Island Public Schools adopted the Federal government General Services Administration (GSA) per diem rates system for Meals & Incidentals (M&IE) ONLY. The rates for a specific geographical location can be found 24/7 at the following URL;

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

You can also visit this site to access a downloadable mobile app for your smartphone.

There are two methods of obtaining funds for your meals and incidentals for business travel purposes. The preferred method is on a reimbursement basis. The second method is on an advance basis. Both are described below.

Things to know for both methods:

- A. Generally *an overnight stay is required* to claim (M&EI) expenses. However, if you are away from Grand Island more than one hour's drive for a period of twelve or more hours without an overnight stay you may claim (M&IE).
- B. Business trip expenses MUST be approved by either your immediate supervisor or administrator in charge of the specific reason for the business travel. No receipts are necessary.
- C. **First & last day of travel** - amount received on the first and last day of travel and equals 75% of total (M&IE).
 - a. First and last day should be entered in as a line item on the Purchase Requisition (PR) at the full rate and then a 25% discount applied.
 - b. All other days in between the first and last day can be grouped on the second line on the PR.
 - c. Use additional line(s) to separate out individual days with special circumstances.
- D. Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher.
 - a. IF one or more meals are included in, for example, a conference registration, or provided by your hotel stay, those amounts MUST be deducted from the daily (M&IE) amount. As an example, if the hotel you're staying at includes a breakfast then you would deduct the breakfast individual amount from the daily amount to get the amount you're entitled for either reimbursement or as an advance
- E. What is the INCEDENTAILS for anyway? Answer - "Tips"
- F. The final destination is the rate you're entitled to so if you eat *en route* you do not have to look up multiple rates.
- G. The Guidelines are subject to change without advanced notice but every effort will be made to give advanced notice of changes and a specific date those changes take effect.

Reimbursement Basis:

Steps:

1. Follow all other travel policy guidelines for your business trip. (i.e. business trip approval, transportation, hotel, etc.)
2. Upon returning complete a travel expense report attached as (exhibit "A") for your (M&IE) only
3. Go to the URL shown on these Guidelines

- Enter the information required for the state, city you stayed at select “Find Rates”

Search by City, State or ZIP

For Fiscal Year:

2020 (Current Year) ▾

Iowa ▾

Des Moines

OR

ZIP

Find Rates

- Select the Meals & Incidentals (M&IE) Rates ‘box’

FY 2020 Per Diem Rates for Des Moines, Iowa

I'm interested in:

Lodging Rates

Meals & Incidentals (M&IE) Rates

New Search

- View the details of the city you stayed at.

Meals & Incidentals (M&IE) Breakdown ?

Use this table to find the following information for federal employee travel:

M&IE Total - the full daily amount received for a single calendar day of travel when that day is neither the first nor last day of travel.

Breakfast, lunch, dinner, incidentals - Separate amounts for meals and incidentals. M&IE Total = Breakfast + Lunch + Dinner + Incidentals. Sometimes meal amounts must be deducted from trip voucher. [See More Information](#)

First & last day of travel - amount received on the first and last day of travel and equals 75% of total M&IE.

Filter Results...

Primary Destination ?	County ?	M&IE Total	Continental Breakfast/Breakfast	Lunch	Dinner	Incidental Expenses	First & Last Day of Travel ?
Des Moines	Polk	\$61	\$14	\$16	\$26	\$5	\$45.75

Showing 1 to 1 of 1 entries

7. Include a screen print of this information and attach to Exhibit "A" and or "B" as appropriate.

Advance Basis

Follow all the rules above except make the following modifications.

Steps:

1. You must be a vendor in the Grand Island Public Schools financial accounting system. If you need to be added you MUST complete an IRS Form W-9 <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
2. Business Travel period must exceed 72 hours (i.e. four days or more) to qualify to use the Advance Basis.
3. Submit the travel expense report (step 2 above) *at a minimum* five (5) business days prior to your departure date. Advances will not be paid more than 30 days in advance of the first day of business travel.
4. Upon returning complete a (M&IE) advance confirmation form attached as (exhibit "B")

Exhibit "B"

I, _____ received a Per Diem advance for District business travel expenses;

The advance is