

**Percy Priest PTO
Reimbursement Policy for Travel**

Any travel expenses to be reimbursed by the PTO should be requested by a PTO Reimbursement Request submission. The form must include original receipts, be turned in within 15 days of travel, and submitted by the person responsible for the PTO budget line item.

If approved by the PTO for reimbursement, meals, travel, lodging and other expenses will be compensated as follows:

Meal expenses

Meals will be compensated at the per diem rate according to the following website: <http://www.gsa.gov/portal/category/21287>. This should be the amount itemized in the PTO Reimbursement Request submission. Please note the per diem rate is adjusted for the first and last days of travel. Receipts will not be required for meals.

Travel, lodging, and other expenses

Expenses will be reviewed for reasonableness based on the per diem rates according to the following website: <http://www.gsa.gov/portal/category/21287> as well as adherence to the budgeted amount allowed. All anticipated expenses should be itemed on the PTO Reimbursement Request submission. The current mileage reimbursement rate is \$.56 per mile. Air fare reimbursement is approved on a case-by-case basis and may be only partially reimbursed, if at all.

Reimbursement requests that exceed PTO approved budgets will **not** be paid unless the overage has been **pre-approved** by vote of the PTO Board. Requests for overage pre-approvals should be submitted to the PTO Treasurer. After submittal, you will be notified in writing of the Board's vote.

If you have any questions on this policy, please contact:

Andrea Rothe, Treasurer, andreapintar4@gmail.com

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