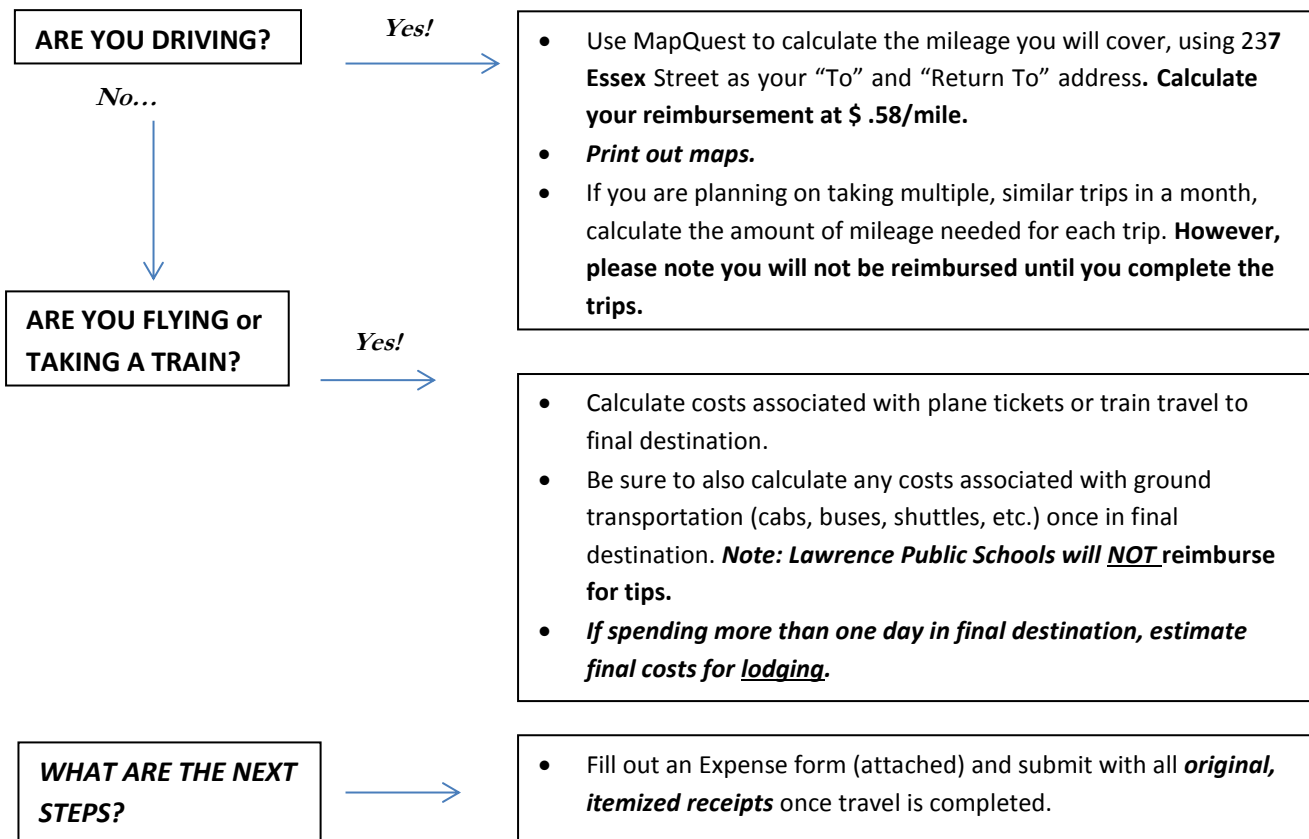




Travel Reimbursement Policy and Procedures

Before Traveling...

- 1) **You must be set up** as an employee of Lawrence Public Schools to be reimbursed for travel.
- 2) **Plan your trip(s)**, 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!**