

Travel Reimbursement Instructions

1. A mileage reimbursement form must be completed, signed by your supervisor, and delivered to my office no later than 2 weeks after the training.
2. When traveling for professional development, the mileage reimbursement is 62.5 cents per mile. MapQuest or Google maps printouts are required.
3. Meals will be reimbursed with receipts (no alcohol). You will be given a meal allowance depending on the location and season of your training. Any meals provided by the training host will not be reimbursed.
4. Hotel stays will be paid or reimbursed at a maximum rate determined by the location and season of the training.
5. I will also need documentation (brochure, certificate, etc.) from the training. This is a requirement from our auditors.

Please contact Terri Prigge if you have any questions:

prigge@sedonak12.org or 928-204-6832