



To: School District of Holmen Employees
From: Julie Holman, Executive Director of Finance and Operations
Re: Employee Travel Reimbursement Rates
Date: Effective July 1, 2024

In support of Board Policies 3440-Professional Staff Job Related Expenses and 4440-Support Staff Job Related Expenses, the reimbursement rates for meals, lodging, and mileage shall be established on an annual basis.

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall receive reimbursement for meals, lodging and registration when prior approval has been received. Normally required mileage associated with the employee's assigned position is addressed in Employee Handbook: Part I Section 7 Mileage Reimbursement.

Employees are expected to exercise the same care incurring travel expenses that a prudent person would exercise if traveling on personal business and expending personal funds. Traveling out of the district on behalf of School District of Holmen business requires preapproval by an Administrative Budget Authority and immediate Supervisor. Unauthorized costs and additional expenses incurred for personal preference or convenience will not be reimbursed.

- Receipts of purchase are required with the reimbursement request. Receipt must provide evidence of vendor, merchandise, purchase date and purchase price.
- Submission for reimbursement shall be done in a timely manner by completing and submitting an IDI (Intra District Invoice) form to the budgeting authority for approval and processing.
Submission deadlines:
 - All non-mileage reimbursements are due within 30 days of purchase date and no later than June 30.
 - Mileage reimbursements are due within 3 months of incurred expense. Mileage reimbursements from April, May and June are due no later than June 30.
 - Reimbursement will be forfeited if the employee fails to turn in paperwork within administrative guidelines.

Rates will be established as follows for the 2024-2025 fiscal year beginning July 1, 2024:

Meal Reimbursement – Meal expenses are allowed only when traveling outside the district. Reimbursement rates are set in accordance with Internal Revenue Service allowance rates as listed on the US General Services Administration website for the Standard Rate for Wisconsin. When traveling to approved conferences, seminars and in-service training sessions, where departure is after 6:00 p.m., and return is the same evening, meal expenses are not allowed. When combined travel and event time is less than four hours (departure time to return time), meal expenses are not allowed. Separate meal expenses are not allowed when a free meal opportunity is available (continental breakfast, meal is part of event registration, etc.)

Lodging/Accommodations – Reimbursement is allowed to cover the necessary and reasonable cost for the staff member to attend an event as approved by an Administrative Budget Authority and immediate Supervisor.

Mileage* – Reimbursement rate is set in accordance with the Internal Revenue Service allowance rate. An in-district mileage chart (see below) has been adopted for normally required mileage associated with the employee’s assigned position.

2024-2025 Rates

Mileage Reimbursement Rate:

\$/mile \$0.67

Meal Reimbursement up to the stated rate with receipt:

Breakfast \$13.00
Lunch \$15.00
Dinner \$26.00

*The IRS typically amends mileage rates in January for the calendar year. Rates will be adjusted accordingly in January 2025 for the 2025 calendar year.

School District of Holmen

Travel Reimbursement - Mileage calculations for intra-district travel shall be reported as follows:

	District Office	High School	Middle School	Evergreen	Prairie View	Sand Lake	Viking	TMT	BGC	Viking Field	YMCA (Houser)
District Office	0.0	0.0	1.1	1.5	3.0	5.5	2.3	1.8	0.9	1.1	6.0
High School	0.0	0.0	1.1	1.5	3.0	5.5	2.3	1.8	0.9	1.1	6.0
Middle School	1.1	1.1	0.0	0.7	2.2	3.5	1.1	0.7	0.4	0.0	4.8
Evergreen	1.5	1.5	0.7	0.0	2.6	3.6	1.1	0.7	0.8	0.7	4.9
Prairie View	3.0	3.0	2.2	2.6	0.0	7.4	3.3	2.9	2.1	2.2	6.7
Sand Lake	5.5	5.5	3.5	3.6	7.4	0.0	2.8	2.9	3.9	3.5	1.6
Viking	2.3	2.3	1.1	1.1	3.3	2.8	0.0	0.0	1.3	1.1	4.6
TMT	1.8	1.8	0.7	0.7	2.9	2.9	0.0	0.0	1.0	0.7	4.7
BGC	0.9	0.9	0.4	0.8	2.1	3.9	1.3	1.0	0.0	0.4	5.0
Viking Field	1.1	1.1	0.0	0.7	2.2	3.5	1.1	0.7	0.4	0.0	4.6
YMCA (Houser)	6.0	6.0	4.8	4.9	6.7	1.6	4.6	4.7	5.0	4.6	0.0