



Julia Green PTO
Reimbursement Policy for Travel
Effective 2018 – 2019 Fiscal Year

PTO Travel Guidelines

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

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 Budget 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 Budget Request submission. The current mileage reimbursement rate is \$.575 per mile.

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 Mary Margaret Burrows, PTO Treasurer at mmscarbrough@gmail.com, 615-512-9724 or Callen Martin, PTO Assistant Treasurer at callencmartin@gmail.com.