



**Department of Business  
and Support Services**

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To: All Grosse Pointe Staff Members

From: Lisa Abbey, Deputy Superintendent Business and Operations

Re: Conference Reimbursement – Per Diem

Date: July 1, 2017

Employees attending a conference should discuss their travel expenses in advance and have prior written approval from their administrator/supervisor. Costs for conferences may be reimbursed for the reasonable incremental cost of meals and travel employees may incur by the virtue of school business travel.

Grosse Pointe Public Schools will reimburse at the lesser of the per diem indicated on this notice, receipt total or the amount approved by the funding source (grant, budget allocation, other):

Hotel Expenses*	\$140.00 per day - maximum
Meal Expenses	\$ 65.00 per day for the employee based on the following <u>per meal</u> maximum amount:
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$30.00

The school district will not reimburse for any alcohol purchases. An itemized original receipt must be turned in with the conference request reimbursement form. Original receipts include: original bills, copy of credit card statement with name, credit card receipt with name or copy of cancelled check. When using a copy of a credit card statement or cancelled check please black out the account number. Receipts for meals must include the detail of items purchased. A receipt with only a total will not be reimbursed. The amounts above include tips or other incidental charges.

Grosse Pointe Schools is sales tax exempt and will not reimburse state sales tax. You can request the school district's tax exempt information to be sent to the hotel from the Accounting Dept.. Send the Accounting Department the contact email address or fax phone number, and any additional information the hotel requires.

\*The District understands there may be certain locations for conferences or travel where hotel expenses are higher. These will be reviewed and preapproved on an individual basis.