

## **Instructions/Rules for Travel Reimbursement by MTI When Attending Professional Development Workshops**

### **Instructions for Requesting Lodging and/or Mileage**

- Prior to a PD workshop, programs must complete the PD Travel Request Form to request lodging and/or mileage.
- The PD Travel Request Form must be submitted to DESE\* for review and approval at least 7 days prior to the workshop to ensure lodging and/or mileage reimbursement; once reviewed, DESE will send it back to the program copying MTI indicating approval.  
\*Submit the PD Travel Request Form to Sara Essary at Sara.Essary@dese.mo.gov
- The Form is to be completed and submitted if *any* mileage or lodging is being claimed – even if the lodging is being direct billed to MTI.
- After the workshop has occurred, reimbursement requests must be submitted to MTI within 30 days of the workshop in order to have program participants' mileage paid.

### **Mileage Reimbursement Rules for Participants:**

1. Mileage will be reimbursed at the local program's per mile rate, but not to exceed \$.37 per mile.
2. Mileage will be reimbursed for only one car when participants are traveling from the same program. If more than 3 people are traveling from the same program, mileage for an additional car may be reimbursed.
3. Mileage will not be reimbursed when traveling less than 50 miles one way.
4. Mileage is to be calculated traveling from class site/office from where the participant works to the workshop location. On the PD Travel Request Form, indicate in the second column the city where the participant works.

### **Lodging Reimbursement Rules for Participants:**

1. Multi-day Workshops – Lodging reimbursement is allowed when lodging occurs during the workshop and if traveling more than 80 miles one way.
2. One-day Workshops or the night before a multi-day workshop – Lodging reimbursement is allowed if prior approval has been obtained from DESE. The PD Travel Request Form may be used to obtain this prior approval, but an explanation for the request should accompany the form.

The local program is responsible to ensure the above instructions/rules are followed. If expenses are charged to the MTI PD travel budget that are not allowable according to the above rules, the program is responsible for covering the costs.

MTI will make hotel reservations once they receive the approved PD Travel Request Form from DESE.