

# MEAL REIMBURSEMENT REQUEST

Employee Last Name

Employee First Name

SAP ID number

Wage Type **088A**

Reimbursement request amount

SAP cost center number to charge expense

Date of overtime or travel

**Justification:** (select one)

Unscheduled Overtime without 2 hour notice prior to commencement of shift (\$8.00) (AFSCME, OPEIU and PSSU must work at least 2 hours of Overtime; SPFPA must work at least 3 hours of Overtime).

15 miles from worksite during scheduled lunch break (\$3.50) (AFSCME, OPEIU)

Destination

Student teacher supervisors who are 15 miles from worksite during normal lunch period (\$2.35) (APSCUF)

Destination

Attended Out-service training where lunch is not provided (up to \$10.00; **Must provide itemized receipt**) (OPEIU)

Traveled at least 50 miles from work place and worked 2 hours before or after normal work hours. (\$8.00) (All employees excluding SCUPA)

Destination

A minimum of 2 hours work beyond the professional employee's scheduled work day, excluding a meal period; **and** the assignment would not permit the professional employee to return to their home prior to 7 p.m.; **and** the assignment must be outside a 10 mile radius from his/her residence. (Reimbursement amount will be 58% of the allowable subsistence expense provided for in the Employer's Travel Expense Regulations for the city in question.) **Must provide itemized receipt.** (SCUPA)

Destination

Traveled at least 50 miles from work place and worked 2 hours before normal work hours (\$8.00) (SCUPA)

Destination

I certify this reimbursement request is in accordance with established System policy and applicable collective bargaining agreements. I understand this reimbursement is taxable income per IRS regulations and will be reported on my form W-2.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Submit to: **Payroll Services, G11, Sutton Hall**

Payment will be issued by Payroll Services and included in the employee's paycheck/direct deposit with the next available pay cycle.

Payroll Use only:

Input date \_\_\_\_\_ Payment date \_\_\_\_\_ Processed by \_\_\_\_\_