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USD 320

Memo

To: USD 320 Employees
From: Doug Conwell
Date: 4/13/2005
Re: Meal Reimbursement

We have recently been notified that IRS taxation changes need to be made immediately. Effective April 18, 2005, meal reimbursement approved for out-of-town trips that do NOT require overnight lodging will be considered a benefit and thus subject to taxes and social security being withheld. You will continue to submit claims for reimbursement just as you have in the past (a revised claim form will be sent out soon). However, unless the meeting/workshop is at a distance requiring overnight lodging, your reimbursement will be added into your payroll check with the appropriate deductions. Reimbursement for meal costs incurred while on an over-night trip will continue to be paid on a separate check that is sent out after the regular monthly board meeting. This ruling only affects meal reimbursements and NOT mileage.

If you have question about this ruling, please contact Kally McConkey, Clerk of the Board, at 785-456-7643.