



**ARKANSAS A+ SCHOOLS
TRAVEL AND PURCHASING POLICY
FELLOWS & APPRENTICES**

Reimbursement and Honorarium checks will be sent out once each month. Invoices are due by the 24th of each month. Submit your invoice by the 24th of the month, and your check will be sent out on the 1st of the next month. (Example: submit by January 24 to have a check mailed to you February 1)

Meals, Mileage, Lodging

1. The contracted employee (ARA+ Fellow or Apprentice) will be reimbursed for meals that are not catered/provided by ARA+ at the following rate:
Breakfast: \$6.25
Lunch: \$6.25
Dinner: \$12.50
2. Mileage to and from an assignment, less 25 miles, is reimbursable at .55 cents per mile.
(Example: Fellow traveled 100 total miles - 25 miles = 75 miles. $75 \times .55 = \$41.25$)
3. Most hotel arrangements are made and paid for by ARA+. With approval in advance, a Fellow/Apprentice may make their own arrangements and be reimbursed by ARA+.
4. If weather causes the Fellow/Apprentice to extend a hotel stay, effort must be made to reach the Program Director or Program Coordinator in advance to inform them of the situation and receive approval to extend the hotel stay.

Supplies

5. Reimbursement for supplies totaling over \$50 must have approval of the Program Director in advance of the purchase(s). Receipts are required for reimbursement. Fellows and Apprentices are urged to avoid this need by submitting a supply request in advance, so that ARA+ staff can make purchases for needed materials.

Submitting and Invoice

- You may submit your form digitally through email or fax, or you may hand deliver/mail your invoice to the ARA+ office.
- When emailing your invoice, save your name in the filename. (Examples: SmithRettaBrownPDInvoice.xlsx or CalawaySpringRetreatInvoice.xlsx)
- Always show your work in the mileage section (show your roundtrip total, and show how you subtracted 25 miles)
- Always include the specific event name and the date the event took place (Example: Sylvan Hills Onsite PD and the date the PD took place)

If you have a question, just ask Samantha!

samantha@arkansasaplus.org

Phone: 501-353-0832

Fax: 501-246-3975