

Travel Allowances

MILEAGE

Mileage (use of personal vehicle) when on trips attending workshops/training or conducting business on behalf of the district, out of the district, will be reimbursed at a rate of 50.5 cents per mile.

MEALS

When on trips attending workshops/training outside the district or conducting business on behalf of the district, meals will be paid at a rate of:

\$8.00 Breakfast

\$12.00 Lunch

\$16 Dinner

or a \$36.00/day per diem.

Breakfast is paid for trips requiring travel 6:30 a.m. or earlier. Dinner is paid for trips requiring travel returning after 6:30 p.m.

The meal allowance can be taken prior to travel. You do not need to submit receipts for meal allowances unless you are using the school's credit card. Please submit a Requisition indicating the hours and days you will be gone. Breakfast is paid for trips requiring travel 6:30am or earlier and dinner is paid for trips returning after 6:30pm.

Be sure to attach your workshop conformation to the requisition.